

Basic Correctional Juvenile Academy



***Basic Peace Officer Institute
Office of Training and Professional Development***

CADET HANDBOOK

BCJA #168

I-11J

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Welcome Cadets:

Today you are beginning a new career as a peace officer with the California Department of Corrections and Rehabilitation (CDCR), Division of Juvenile Justice. For many officers, this has been a long and rewarding career, served with dignity and a sense of pride. I hope the same will be true for you.

If you are new to the field of law enforcement, you will quickly learn that being a peace officer carries specific roles and responsibilities. As a peace officer, you represent the department and will be held to a higher ethical standard, both on and off the job. Throughout your Academy training and career, you will hear terms such as professional conduct, ethical decision-making, integrity, honesty, and fairness. These qualities will be expected of you not only during your 16-weeks of training, but throughout your career as a peace officer.

Prior to reporting to the Basic Correctional Juvenile Academy (BCJA), we are sending you your Cadet Handbook. The purpose of this handbook is to facilitate a smooth adjustment to your Academy training. The handbook contains information regarding Academy rules, policies, and procedures. It is your responsibility to thoroughly read and become knowledgeable of your handbook's contents. On orientation day, you will have an opportunity to clarify any questions you may have about its contents with Academy instructors.

Prior to reporting, you are required to attend 16-hours of onsite orientation at your hiring institution. If you do not receive a contact letter for institutional orientation at least one week prior to your Academy start date, please contact your hiring institution.

All Youth Correctional Officer Classifications shall purchase two CDCR jumpsuits and report in uniform. All Youth Correctional Counselors, Casework Specialists, or Parole Agents will report in professional attire. A CDCR jumpsuit will be provided for you for your training during the 16-week Academy.

We look forward to your arrival. First day check-in begins at 0600 hours and orientation begins promptly at 0700 hours. If you have any questions, please call (209) 744-5000 ext 4609. Again, welcome to the CDCR, and may you find much personal and professional success in your new chosen profession of law enforcement.

Sincerely,

Valarie Mayol,
Program Lieutenant,
Basic Correctional Juvenile Academy,
Basic Peace Officer Institute,
Office of Training and Professional Development
Office: (209) 744-5000 ext. 4609
Fax: (209) 744-5112

PREFACE

Your acceptance into the California Department of Corrections and Rehabilitation's (CDCR), Basic Correctional Juvenile Academy is your threshold into an exciting and rewarding career with one of the largest and finest correctional systems in the world.

The BCJA will be conducted at the Correctional Training Center, located at 9850 Twin Cities Rd Galt, California 95632. The BCJA training program is designed to produce competent, qualified youth correctional peace officers (CPO) that will enforce the laws of the State, and provide service to the public by confining, supervising, and offering rehabilitative services to our youth population.

Youth CPOs hired by youth correctional facilities are responsible for protecting the public, staff, and youth in the youth correctional institution environment. Institutions operate 24 hours per day, 365 days per year, and youth CPOs must be willing to work any day or time. They must understand that mandatory overtime is a condition of employment; therefore, they must be ready, willing, and able to work overtime, as required. Candidates successful in the selection process and appointed as CPOs undergo a 16-week training Academy, and a 2-year apprenticeship program. Due to the physical and mental aspects of the job, and the institutional environment, CPOs should be mature, physically fit, and emotionally stable. The variety of assignments will require good leadership and motivational skills; good personal and social adjustment; and the ability to be consistent and fair when dealing with others. Only the most qualified applicants will complete all steps of the process and graduate from the Academy.

It is imperative that you familiarize yourself with the contents of this Cadet Handbook and comply with the expectations listed. Prior to your arrival you are required to complete the following handbook related documents:

- ***BCJA Cadet Handbook Forms List***
- ***BCJA Cadet Terms of Agreement***
- ***Orientation to the BCJA: Handbook Checklist***

These forms are located on the CDCR website under Juvenile Cadet Academy Check-In Forms and Handouts. You will be asked to turn in the completed forms during Check-In.

California Department of Corrections and Rehabilitation



Vision

With our partners, we protect the public from crime and victimization.

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Values

SERVICE

We serve and are responsible to the public. We value their trust and invite their involvement.

LEADERSHIP

We serve as positive role models and foster an environment that supports a balance between professional development, professional job performance, and personal wellness.

INTEGRITY

We conduct ourselves professionally through fair, honest, and ethical behavior. We have the courage to do what is right, even in the face of adversity.

ACCOUNTABILITY

We accept responsibility for our actions and decisions as well as their consequences.

RESPECT

We respect each other's differences and treat others with courtesy, dignity, and consideration.

TRUST

We are people of character. We keep our word and honor our commitments.

COLLABORATION

We work with our stakeholders as partners to support mutual understanding of ideas and open exploration of our differences.

BASIC CORRECTIONAL JUVENILE ACADEMY

I. PRE-BASIC ACADEMY INFORMATION

Successful completion of the he BCJA will require dedication and work from every correctional peace officer cadet who attends. You will attend various classes five days a week, eight hours per day.

The BCJA Instructors are hired from institutions throughout the DJJ. Their combined experience, knowledge, and dedication will provide you with the basic skills necessary to become a knowledgeable and professional correctional peace officer. Instructors will also be assigned as your Advisor/Immediate Supervisor and Company Commander (CC). The Advisor/Immediate Supervisor will be personally responsible to assist you during the course of the Academy and will prepare a written evaluation of your overall Academy performance. A Watch Sergeant is on duty 24 hours a day, 7 days a week, and is prepared to assist you any time your Advisor/Immediate Supervisor and/or Company Commander is unavailable.

During Check-In and Orientation processing, you will be required to turn in all required forms indicated throughout the BCJA Cadet Handbook. During the duration of the Academy black ink is the only color authorized. Forms are to be completed in black ink and are **located on the CDCR website under Cadet Academy Check-In Forms and Handouts**. Academy forms are to be completed and turned in on the first day. Failure to provide the information and/or forms may delay your benefits.

During Orientation processing you will also receive a room assignment and have a picture identification card made that you must carry on your person and present upon request, throughout the remainder of the Academy.

1. Arriving At the Academy

In the event of an emergency, or if you are not able to report to the Academy by the time indicated in your contact letter from the Office of Peace Officer Selection, you are expected to call (209) 744-5044, and advise the Watch Sergeant on duty that you will not be reporting as scheduled, and what your estimated time of arrival will be. As per your acceptance letter from the Office of Peace Officer Selection, you are to be at the Academy by 0700 hours the morning of registration.

If you are being dropped off, family members and friends are to utilize the area for drop off ONLY and follow the directions of Academy staff. Extended visiting in the parking area on-grounds is NOT permitted at any time during the Academy.

If you will be traveling to the CTC via public transportation, the Academy will provide transportation from Sacramento International Airport, Greyhound Bus Terminal in Sacramento, and the Amtrak Station in Sacramento. Arrange your transportation so that you can meet pick-up times. You must contact the

Academy at (209) 744-5000 ext. 4609, at least one week prior to your starting date, to coordinate transportation from these locations.

If you drive your personal automobile to the Academy, it is mandatory that you utilize the assigned cadet parking area only. During orientation, you will be required to provide an updated completed **Cadet Registration Form located on the CDCR website under Cadet Academy Check-In Forms and Handouts**. Information includes, listing the license number, color, make, and year of the vehicle you will be bringing on grounds. The vehicle must have valid registration tags. If later, you bring a vehicle on grounds, which has not been previously listed, you are required to notify the Watch Sergeant immediately and provide him/her with this information. Cadets will utilize the assigned areas of parking throughout the Academy. There will be no cadet parking in spaces designated for CTC/Academy staff. Cadets found in violation of this directive will be subject to disciplinary action.

It is important that you keep your vehicle locked at all times. No items of a personal or confidential nature will be left unsecured, or in plain view, in your vehicle or open bed of pick-up trucks i.e. mail, cell phones, pay warrants, any tobacco products, etc). Inmates from Mule Creek State Prison are part of the daily work crews at the CTC. It is your responsibility to maintain a heightened sense of awareness at all times and follow all rules, regulations, and directives of the Academy staff.

2. Prohibited Items and Clothing

It is a violation of State Law to bring weapons, ammunition, and/or alcoholic beverages onto CTC grounds. Other specified items listed below are also considered contraband at the Richard A. McGee Correctional Training Center and must not be brought onto Academy grounds.

- Weapons of any kind (handguns, rifles, paintball guns, gun replicas, stun guns, tasers, martial arts weapons, bows and/or arrows, side handle or straight batons, etc.)
- Knives of any kind or length including box cutters, razor knives, utility knives, machetes; any other item which has a knife blade.
- Ammunition of any kind (live rounds or casings included).
- Chemical agents (pepper spray, mace, Curb, etc...).
- Handcuffs or handcuffs keys.
- Alcoholic beverages or illicit drugs of any kind.
- Scissors of any length.

After duty hours, you will have the opportunity to purchase supplies from the CTC Recreation Fund Store (Canteen), including school supplies and other personal items needed for your stay at the Academy. The CTC Recreation Fund Store will be open and available for you to purchase various items throughout your duration of the Academy. Please call (209) 745-4661, if you have any questions regarding the canteen.

3. Uniforms

Beginning the first day of the Academy, Youth Correctional Officer cadets are required to be attired in regulation jumpsuits (coveralls), with the regulation CDCR arm patches. Cadets are required to have a minimum of two pairs of coveralls, and should expect to pay from \$60 to \$100 per pair. Cadets may purchase the CDCR-approved jumpsuits at uniform stores throughout the State.

NOTE: Only cadets entering into the Youth Correctional Officer classification are required to purchase jumpsuits. Cadets entering the Youth Correctional Counselor, Parole Agent, and Casework Specialist classifications will be provided/loaned two jumpsuits Class "C" uniform by the Academy. The jumpsuits will be assigned to the cadets within one week from the first day of their Academy reporting date. During the months of October through May, the Academy will also supply these cadets the CDCR-approved battle jacket.

Cadets entering the Youth Correctional Counselor, Parole Agent, and Casework Specialist classifications are to dress business professional on Orientation/registration until uniforms are issued by Academy staff. Youth Correctional Officer cadets are expected to be in uniform on Orientation/registration. Youth Correctional Counselor and Parole Agent cadets are expected to wear business attire. Business attire, including pants, sweaters, and shirts and blouses (with collars and sleeves) are acceptable. Shirts, blouses, and pants shall be worn in a manner consistent with good taste and in recognition of our particular work setting. Clothing shall be neat, conservative, and suitable to the type of work being performed. Appropriate attire is clothing that does not present a safety hazard to employees while performing their duties, is suitable in the presence of inmates, and professional in appearance.

The following apparel is not allowed:

Jean clothing; camouflage clothing; t-shirts; sweat pants; dresses; skirts; sandals; thongs/flip-flops; high heel shoes; Tank tops; tube tops; off-the-shoulder sweaters, blouses, or dresses; strapless blouses or dresses; spaghetti strap blouses or dresses; muscle shirts; see-through apparel; clothing that exposes the midriff area; shorts of any kind; commercial lettering on clothing is acceptable however, lettering/wording on clothing shall be appropriate, without profanity, and consistent with good taste and in recognition of our particular work setting.

The following items will be purchased by all BCJA cadets:

- Uniform boots; black plain-toe leather and highly shined at all times (no metal-toe or cross-toe stitching boots).
- Cap (with badge) worn outside only. No hair showing on forehead.
- Black leather basket weave pant belt with gold 2-inch square, four-sided metal buckle, with four keepers.
- Black book bag or gear bag (used to carry equipment and lesson plans, etc.) to be purchased from the CTC Recreation Fund Store (Canteen) The bag must be carried on one shoulder in a professional manner, not across the body. Backpacks are not allowed.
- Key holder; black nylon key clip

NOT PROVIDED BY THE ACADEMY – CADET PURCHASE



Note: mini-mag flashlight is an optional cadet purchase.

PROVIDED – DO NOT PURCHASE



PROVIDED BY BCJA

- Duty belt
- Radio holder
- Inert chem. agent
- Chem. agent holder
- Handcuffs
- Handcuff case
- Baton
- Baton ring
- Gloves
- Glove pouch

Note:
Personal alarm, vest and mask provided at facility.
Key holder is purchased by cadet.

Cadets in the Youth Correctional Counselor, Parole Agent, and Casework Specialist classifications are required to follow the same uniform guidelines as the cadets in the Youth Correctional Officer classification, upon being issued their uniform by Academy staff. Additionally, cadets are responsible for cleaning their own uniforms during the Academy.



The jumpsuit uniform **Class “C”** specifications are as follows:

- Medium forest green color (CDCR-approved).
- Polyester, 35% cotton twill fabric.
- Regulation CDCR arm patches.
- Basic design shall be with zipper breast pockets and pencil pocket on sleeve and/or breast pocket, unlined, bi-swing, elastic at waist.
- Short sleeve.
- Normal utility pockets.
- Belt loops required.
- There shall be a heavy duty zipper, full front, with automatic lock.
- No badge may be worn or sewn onto the coverall while at the Academy.
- Cloth nametags – black backing with gold lettering.

- Academy-issued nametag is worn centered over the right pocket of the outer garment.
- Pant legs worn bloused.

Additional uniform specifications are as follows:

- Uniform boots; black plain-toe leather and highly shined at all times (no metal-toe or cross-toe stitching boots).
- Uniform neat, clean, and pressed. Buttons must be fastened at all times.
- White T-shirt (crew neck). Brassieres must be worn by all female cadets to provide adequate support.
- Socks must be solid black in color. No designs are permitted.
- Black leather belt, basket weave, 1-1/2" or 1-3/4" wide, with single gold metal prong-tongue buckle; buckle shall be no wider than 2" x 2" (no decorations).
- Key holder; black nylon key clip, worn on strong side in line with seam of pant leg. No more than four keys on key ring.
- Wallets carried in rear pocket.
- Cap (with badge) worn outside only. No hair showing on forehead.
- CDCR approved battle jacket must be worn as any other jacket, snapped, or zippered to the top, unless instructed otherwise by Academy staff. The battle jacket is seasonally mandatory, October through May. When mandatory, the battle jacket must be worn until eleven a.m., when outside of the classroom. After eleven a.m., wearing the battle jacket is optional, when outside of the classroom. Battle jacket will have cloth name tape containing first initial and last name, in gold lettering, with black backing.
- Smooth, black, leather gloves only with no "cut outs". Both the body of the gloves and fingers shall remain intact. Wrist high to 2 inches above the wrist in length. Gloves may be lined for warmth. Gloves are seasonally optional.
- During Orientation, cadets will be issued Cadet Identification Cards. While on Academy grounds, cadets must carry their cadet identification card with Academy telephone number. It must be presented, upon request. During field practicum, cadets will adhere to institutional and departmental policies concerning identification cards.

- During Orientation, cadets will be issued two Cadet Incident Cards. When in uniform, two Cadet Incident Cards (Blue Cards) must be carried in the right breast pocket of the jumpsuit, and available when in Physical Training (PT) gear.
- Sunglasses are not a part of the cadet uniform; however, they may be worn to and from the range and field practicum. They must be conservative in style, and not mirrored. They may not be worn on the uniform or during academic instruction.

It is expected that you wear the uniform properly and take great pride in the maintenance of your uniform. The CDCR uniform, the academy's physical fitness gear and civilian attire are not to be mix matched. Wearing the uniform improperly is considered the same as being out of uniform. All cadets wearing uniforms while traveling to and from the academy must wear a cover shirt (uniforms should not be worn off-duty in public).

Graduation Uniform/Attire

Prior to graduation, Youth Correctional Officer cadets will be required to purchase a minimum of one long sleeve Class "B" shirt, Class "B" pant and a tie. Private vendors will be on Academy grounds prior to this date to take orders. Expect to spend approximately \$200 per set of uniforms. Prior to purchase, you should contact your facility's In-Service Training Manager to inquire as to their uniform guidelines.

The following items are additional items for Class "B" uniform:

- Male—long tie with bar; Female—cross tie (worn with Class "A" or "B" uniform only).
- Name Plate: first name initial only, full last name. Name plate will be black with white lettering (worn with Class "A" or "B" uniform only).

Graduation attire for Cadets graduating from the classifications of Parole Agent, Youth Correctional Counselor, and Casework Specialist Youth Correctional Counselor cadets will be required to wear professional civilian attire i.e. coat and tie, pant suit, or dress for the ceremony.

4. Physical Training Gear

PT sweat shirts, pants, shirts, shorts, and windbreakers must be purchased at the CTC Recreation Fund Store. All cadets must report to PT wearing the complete PT uniform. If, after the PT session starts, you wish to remove the sweat shirt and/or sweat pants, you may do so but you must have on the proper CDCR T-shirt and shorts underneath. Sweat pants must be put back on before leaving the PT area for breaks and class dismissal. Once you have completed

PT for the day, you will be given time to shower and change into the appropriate uniform for the next block of instruction.



- PT sweat shirt
- PT t-shirt
- PT shorts
- PT spandex (gray only); may only be worn underneath PT shorts.
- PT sweat pants
- Jogging shoes or cross trainers and white socks
- Windbreaker
- Black knit beanie cap (no logos, only allowed to be worn during PT, in winter months)
- Rain coat during inclement weather (clear in color)
- Sports bra is required (women only)
- Athletic supporter (men only)
- Windbreaker jacket will be worn with the PT gear only.

In order to expedite the registration process, it is required that all cadets pre-order the mandatory physical training gear from the CTC Recreation Fund Store. There are two **Correctional Training Center Recreation Fund, Inc. Order**

Forms located on the CDCR website under Cadet Academy Check-In Forms and Handouts. The address and telephone number are listed on the top of the form. One form is for the mandatory items to be purchased at the Recreation Fund Store and the other form is for other items that may (optional to purchase at CTC Recreation Fund Store). Order sheets and credit card payment information is to be faxed to the Recreation Fund Store as soon as possible, prior to the start date of the Academy at (209) 745-4706.

The physical training windbreaker is a seasonal purchase. It is mandatory from October through May, as part of the physical training uniform. The non-mandatory Recreation Fund Store Order Form lists items that are approved accessories, and can be purchased through any authorized uniform vendor of your choice or through the Recreation Fund Store. You have the option to purchase as many items listed on the form as you wish. You will have access to the Recreation Fund Store while attending the Academy.

5. Uniform and Grooming Guidelines



The following minimum guidelines are adopted for all cadets attending the BCJA:

Male Cadets

- Hairstyle and color shall not detract from the uniform, and shall reflect a professional image. Hair shall be worn so it does not extend below the top of the shirt collar while sitting or standing in an erect position. Hair may touch the ear, but shall not extend over the ear to cover the outside portion of the ear.
- Hair shall not be styled or combed forward any lower on the forehead than the employee's eyebrow; measured from the high point of the eyebrow, and shall not be visible on the forehead, when the uniform hat is worn.

- Hairstyle and length shall not impede, restrict, or detract from the proper wearing of the uniform hat. Hair will not be permitted to be gathered up in a bun, plaits, braids, or any similar arrangement on the top or sides of head.
- You are reminded that your hair is to be in compliance with departmental grooming standards, upon your arrival at the Academy.
- Male cadets will be clean-shaven every morning.



- Neatly trimmed mustaches are permitted as follows: mustaches shall not extend more than a $\frac{1}{2}$ inch below the corner of the mouth, nor below the vermilion border of the upper lip, or extend more than $\frac{3}{4}$ inch above the corner of the mouth. Waxed ends or points are not allowed.
- Neatly trimmed mustaches are permitted as follows: mustaches shall not extend more than a $\frac{1}{2}$ inch below the corner of the mouth, nor below the vermilion border of the upper lip, or extend more than $\frac{3}{4}$ inch above the corner of the mouth. Waxed ends or points are not allowed.
- Sideburns shall not extend below the bottom of the ear and shall end with a clean-shaven horizontal line. The maximum width at the bottom of the sideburns shall not exceed 1 and $\frac{1}{2}$ inches.
- No beards or goatees are permitted. Cadets with rapid beard growth may be required to shave twice a day.
- Fingernails shall be clean and well trimmed. Nails shall not extend more than $\frac{1}{8}$ inch beyond the tip of the fingers.



Female Cadets



- Hairstyle and color shall not detract from the uniform, and shall reflect a professional image. While in uniform the hair shall not extend below the collar. If the hair is longer, it shall be worn up in a neat, professional style. Hair pins and clips shall be functional in nature and shall match the color of the hair or be gold in color. The hair shall also be styled in a manner that does not impede with the proper wearing of the uniform cap.
- Only cosmetics that blend with or match the natural skin tone of the employee may be worn. False eyelashes are not permitted. Lip protection is to be clear and non-glossy. Lipstick shall be natural tones only and shall not detract from the uniform.
- Fingernails shall not extend more than $\frac{1}{4}$ inch beyond the tips of the finger. Nails shall be neat and clean. Nail polish shall be natural tones only and shall not detract from the uniform.





Jewelry (applies to male and female cadets):

- A total of two rings may be worn. A set of wedding bands will be considered one ring. Precious or semi-precious stones shall not be worn (except in wedding bands). Note: Per Department of personnel Administration rules, reimbursement shall not exceed \$100).
- There shall be no visible chains or necklaces worn with the uniform.
- Medical Alert or identification bracelets may be worn.
- Wristwatches shall be permitted. No watches shall be worn on chains or pinned to the uniform.
- No earrings will be worn with the uniform.
- Ring/stud earring or other jewelry decoration/ornament such as, but not limited to, the nose, eyebrow, or tongue, will not be worn, while in uniform. Additionally, there will be no jewels, ornaments, or rings/studs worn on the visible facial areas.

6. Approved Off-Duty Clothing and Miscellaneous Items

Appropriate attire is clothing that does not present a safety hazard to employees while performing their duties, is suitable in the presence of youthful offenders/inmates, and professional in appearance.

- a. Clothing will be neat, clean, and worn in good taste.

- b. Attire must be conservative and non-form fitting.
- c. All shirts and blouses will be tucked in, except in the weight room or when exercising at the track.
- d. Off-duty clothing to be worn only during off-duty hours
- e. Cadets in off-duty attire are not permitted in the North Corridor, Monday-Friday, 0600-1700 hours.
- f. Off-duty attire is not permitted in the classroom during duty hours.
- g. White crew neck t-shirts or any other plain white undershirts shall not be worn with civilian attire.
- h. Shorts are authorized during off-duty hours, if they are hemmed and are no shorter than three inches from the top of the knee.
- i. Clothing with writing across the buttocks area is not permitted on Academy grounds.
- j. Gym shorts, at least as long as Academy cadet type, are allowed on grounds during business hours only when going to or from the weight room or the track area for exercise.
- k. P.T. gear can be worn after 1700 hours for weight room or track purposes only.
- l. The cadet ID card must be in your possession at all times.
- m. Sunglasses may be worn outdoors only. They must be conservative in style and not the mirrored type. You are expected to remove them upon request.
- n. Spandex type clothing may be worn only with approved cover shorts.
- o. Ball caps of any kind shall be worn with bill straight forward, and removed indoors.
- p. The cadet ID card and driver's license must be in your possession at all times.
- q. House shoes, slippers, or pajamas are never to be worn outside of your living quarters.
- r. Personal hygiene items (soap, shampoo, deodorant, toothbrush, toothpaste, shaving equipment, aftershave, sanitary napkins, etc.)
- s. Academy staff will determine what is unacceptable, if clothing item becomes questionable.

- t. Binder
- u. Wrist watch
- v. Medical alert bracelets
- w. Religious medallions
- x. Prescription medication that is properly labeled (must advise your Advisor and Company Commander [CC])
- y. Spandex pants (for PT only)
- z. Cell phones (can only be kept in locked personal vehicle, out of plain view)

7. Prohibited Clothing and Miscellaneous Items

- a. blue jeans, no blue denim of any kind is allowed. (This includes blue jean shorts, pants, or chambray shirts.)
- b. camouflage clothing items;
- c. sleeveless shirts or attire that exposes the underarms;
- d. tank tops, tube tops, off-the shoulder sweaters, blouses, or dresses; strapless blouses or dresses; spaghetti strap blouses or dresses; muscle shirts, dresses or skirts with excessively high slits;
- e. bare feet or braless attire is never permitted outside of your housing unit, or within the public areas of your housing unit;
- f. see-through apparel; clothing that exposes the midriff area;
- g. pillows, comforters, etc.;
- h. personal appliances (coffee pots, hot plates, toasters, etc.);
- i. alcoholic beverages;
- j. controlled substances, unless prescribed by a physician;
- k. firearms, weapons, ammunition, mace, handcuffs, or handcuff keys;
- l. radios/radio alarm clock/stereos, televisions, telephone answering machines;

8. Financial Considerations and Arrangements

Typical expenses for cadets during the Academy include uniform/clothing for graduation, laundry and/or dry-cleaning service, study materials, additional meals, phone calls, private vehicle maintenance, and any entertainment.

The Academy does not pay overtime, provide paychecks, or travel advances. Paychecks and travel advances are paid by the hiring authority (the institution that the cadet will work at after graduation). Cadets should make all these arrangements, with their hiring authority, prior to reporting to the BCJA.

Cadets are entitled to reimbursement for incidental expenses for each night spent at the Academy. In order to claim reimbursement, during Academy attendance, cadets must sign a Daily Incidental Expense Allowance Sheet for verification and reimbursement by the cadets hiring authority.

9. Veteran's Educational Benefits

The BCJA is an approved school for Veteran's Educational Benefits as a non-college degree for completing the 16-week Academy training.

There are a few required documents you must provide to the Veteran's Affairs Coordinator, which are listed below. Please have copies of these required documents when reporting to the Academy.

Required Documents

- DD Form 214 and any mobilization orders
- Notice of Basic Eligibility (NOBE) – DD Form 2384 (Reserve/Guard)
- All Post High School Education
- Transcripts
- Certificates
- Diplomas

In addition, any documents you may have related to your Montgomery G.I. Bill and/or any "kicker" you may have received will also be helpful and should also be brought with you when you report.

A meeting will be held with cadets who are veterans, qualifying for the Veteran's Educational Benefits, within the first two weeks of your reporting date to fill out the appropriate documentation.

You may also apply for Veteran's Educational Benefits using the Veterans Online Application (VONAPP). If you choose this option, once you have completed the application, you must print it and provide it to the Veteran's Affairs Coordinator, as well as the above required documents. To complete the application, follow the instructions provided on the following website at <http://vabenefits.vba.va.gov/vonapp/main.asp>.

NOTE: Do not use VONAPP if you are:

- Receiving compensation, pension, or vocational rehabilitation benefits.
- Applying for an increase in benefits.
- Already have a pending application for benefits.
- Notifying Veteran's Affairs about dependency or income changes.

If you need further information regarding Veteran's Educational Benefits, contact Sergeant Kevin Breaker (209) 744-5000 ext. 4609.

10. Reasonable Accommodations

Cadets requesting reasonable accommodation for a known limitation while at the Academy must submit any/all supporting documentation, along with a Reasonable Accommodation Request Form (CDC 855) to their respective Sergeant during the first week of the Academy. The Reasonable Accommodation Request Form will be made available to cadets during the registration process. Cadets must complete and submit the form to their respective Sergeant before Friday of Week One of the Academy, before the end of their duty day. Each request will be reviewed by Academy staff on a case-by-case basis.

Requests for a reasonable accommodation discovered after Week One of the Academy will be accepted at any time during the Academy, and will also be reviewed by Academy staff on a case-by-case basis. If the Office of Peace Officer Selection has made the determination that you meet medical guideline requirements and they have set upon you conditions of employment (i.e., corrective lenses, insulin, etc.), you must report to the Academy with these items or you will be sent home. If you bring any medications for injection and/or syringes onto Academy grounds, they must be declared to the Watch Sergeant and your Advisor, as security precautions must be taken because inmates are on grounds.

11. Incarcerated Relatives/Associates

As defined in the California Code of Regulations, Title 15, employees of the CDCR must not engage in undue familiarity with inmates, parolees, or the family and friends of wards, inmates or parolees. In addition, employees must disclose any relative or friend that has been committed or transferred to the jurisdiction of the CDCR. Therefore, if you become aware, at any time before or after entering the Academy, that any relative or person with whom you have or had a personal

or business relationship, has been incarcerated or is on parole within the CDCR, you **MUST** inform the Program Lieutenant immediately. Failure to disclose such information will result in disciplinary action, up to and including rejection on probation (dismissal from the Academy). If and when circumstances occur that would make the above indicated CDCR policy applicable to you as a BCJA Cadet/employee and/or during your career as a CDCR employee you are required to complete **“INCARCERATED RELATIVE/ASSOCIATE NOTIFICATION, CONFIDENTIAL” CDCR form 2189 located online on the CDCR website under Cadet Academy Check-In.** You are to provide the following information in writing on the CDCR form 2189: Inmate(s) or Parolee(s) full name, relationship, CDC/YA number (if known), and name of Institution. The form is to be completed and turned in during Orientation and any other time circumstances apply.

II. BCJA CHECK-IN, REGISTRATION, AND ORIENTATION

1. Check-In

Cadets may arrive to the Academy on the day before check-in, on Sunday from 1800 hours until 2250 hours. BCJA staff and CTC Watch Sergeants are on site to address cadet questions regarding check-in for on-site housing. Cadets are encouraged to check in as early as possible on Sunday. Cadets may also check in on registration/orientation day from 0600 hours until 0630 hours. Official Check-In and Orientation begins promptly at 0700 hours.

2. Registration

When you arrive at the Academy, staff will direct you in the Registration/Check-In process. Most forms listed on the **BCJA Cadet Handbook Forms List, located on the CDCR website under Cadet Academy Check-In Forms and Handouts**, will be collected as cadets are processed through the various stations. Forms must be completed correctly and legibly before arriving at the Academy. It is your responsibility to report to each station.

This information is designed to guide you during the registration process. Follow this information carefully; it is your responsibility to report to each station.

Identification Check:

You are required to present picture identification to the Sergeant on duty before you will be allowed into the check-in registration process. You will be given a Sign-In card on registration day to present to all the Academy check-in Stations. All forms should be completed in ink. Report to the Stations in numerical order; do not skip Stations. You will be given forms to complete along the way that are not included in your Cadet Handbook. If you have any questions, you may ask any uniformed staff member. **ALL FORMS MUST BE COMPLETED BEFORE REPORTING TO THE STATIONS.**

Station 1 - Background Investigation

You must clear Background Investigations before you will be allowed to continue. Turn in the completed **Academy Check-in Questionnaire form** at this Station.

Station 2 - Physical Fitness/Medical Check

Please review the Physical Training section of this handbook. Turn in completed the **Certification of Fitness form and Physical Training Survey form** at this Station.

Station 3 - Declaration of Unauthorized Items (Contraband)

Pursuant to the California Penal Code, it is a violation of State law to bring weapons, ammunition, and/or alcoholic beverages, onto State prison grounds. Other specified items listed below are also considered contraband at the Academy and must not be brought onto the Academy grounds: weapons of any kind, ammunition of any kind, chemical agents, handcuffs or handcuff keys, scissors of any length. You must surrender any contraband that you have in your possession at this station. If you are unsure if an item in your possession is considered contraband, ask staff at this Station for assistance. Present the completed **Declaration of Unauthorized Items form** at this Station.

Station 4 - Registration

Turn in the following forms:

- **BCJA Cadet Information Sheet**
- **Fraternization Policy**
- **Incarcerated Relative/Associate Notification**
- **State Employee Race/Ethnicity Questionnaire**

Station 5 – Picture Identification Card

Your picture will be taken for your Academy ID card and issued at a later date. Your cadet identification card must be in your possession at all times while attending the BCOA.

Station 6 - Housing Assignments

At this Station, you will be given your housing assignment and key. This will be your living quarters for your entire stay at the BCJA. You are not to move from your assigned housing without permission.

ONCE CADETS HAVE COMPLETED THE REGISTRATION PROCESS, THEY WILL BE DIRECTED TO PROCEED FOR ORIENTATION.

3. Orientation

Upon completion of the Registration process BCJA cadets will attend Orientation. Cadets are expected to bring the following to orientation.

- **All remaining forms not collected at Registration**
- **BCJA Cadet Handbook**
- **Reporting Letter**
- **Driver's License**
- **Notepaper**
- **Black Ink Pen**
- **Highlighter**
- **Pencil**

The Cadet Handbook explains the rules and regulations BCJA cadets must follow during participation in training while attending the Academy. Cadets are expected to be familiar with the information provided in the Cadet Handbook prior to the Orientation.

In addition to the forms listed above other documents are identified throughout the Cadet Handbook that must be reviewed and completed before a cadet arrives at the BCJA. These documents are identified in the **BCJA Cadet Handbook Forms List, located on the CDCR website under Cadet Academy Check-In Forms and Handouts.**

During Orientation you will be introduced to BCJA staff, Academy administration, and other CTC staff. Remaining forms not collected during Registration will be reviewed and collected by BCJA instructors. Cadets will have the opportunity to review the BCJA Cadet Handbook with BCJA Instructors who will provide clarification on subjects presented in the BCJA Cadet Handbook. Class schedules will be provided at orientation.

III. BASIC CORRECTIONAL JUVENILE ACADEMY

The discipline built into the BCJA requires hard work from every cadet who intends to successfully complete the training. You will attend classes 40 hours per week, 8 hours per day. You will also attend Practicum at various Division of Juvenile Justice facilities during various days and times giving you the opportunity to observational and practicum experience in a DJJ facility.

BCJA staff are hired from facilities throughout the Division of Juvenile Justice. Their combined experience, knowledge, and dedication will provide you with the basic skills necessary to become a knowledgeable and professional correctional peace officer.

1. Staff

Program Lieutenant (BCJA Academy Commander)

The primary role and responsibility of the Program Lieutenant is to oversee the daily, functional administration of the BCJA, coordinate and schedule the Academy program, and to supervise the Sergeants, Senior Youth Correctional Counselors, and Parole Agents. The Program Lieutenant also has the primary responsibility to maintain and oversee all cadet discipline.

Company Commander

A Sergeant/Instructor or Senior Youth Correctional Counselor/Instructor will be assigned as your Company Commander (CC). Your CC will be responsible to assist you during your training, and will guide your Company of cadets during the 16-week Academy. Your CC will conduct uniform, equipment and identification card inspections. Your CC will review sign-in –out sheets, coordinate company formations, and cadet accountability. Your CC will be selected and then coordinate with the Junior Company Commander (JCC) who will assist him/her. Squad leaders will also be selected, and will assist the JCC in assembling the Company. All cadets will be responsible for carrying out tasks assigned by the CC.

Advisor (Immediate Supervisor)

A Sergeant/Instructor or Senior Youth Correctional Counselor/Instructor will be assigned as your advisor/immediate supervisor. Your advisor/immediate supervisor will be responsible to assist you during your training at the 16-week Academy. The advisor is your immediate supervisor and will prepare a written evaluation of your overall Academy performance. The advisor will maintain your cadet training file which contains information regarding your performance during your 16-week Academy training.

Watch Sergeant

A Watch Sergeant is on duty 24 hours per day, 7 days per week, and is able to assist you when your advisor or CC is unavailable.

Guest Instructors

In addition to BCJA instructors, there may be other subject matter experts scheduled to instruct a particular course or area of training.

Cadet Company

On the first day of the Academy, you will be assigned to a Company (about 40 cadets) and be introduced to your Company Commander (CC). Your CC will

canvas for a Junior Company Commander (JCC) from among your group to assist the CC. Four squad leaders will also be selected and will assist the JCC in assembling the Company for formation and accountability. The CC will canvas for a Guideon Bearer who will carry the Company flag.

Junior Company Commander

The JCC is an extension of the CC. The JCC has no authority over cadets, but assists in relaying information and taking charge of the Company, when the instructor is not present. The JCC will also assist in teambuilding exercises such as Company formations and cadet accountability.

Although not a member of Academy staff, the JCC is an essential contributor to the orderly function and role of the cadet Companies. During the 16-weeks of training, the JCC may be responsible for driving State vehicles, passing out cadet mail, and assigning various duties to their fellow cadets.

Squad Leader

Each company formation is made up of squads and each squad is assigned a Squad Leader. The primary role of the Squad Leader is to assist the JCC with cadet accountability and company alignment. Each Squad Leader is responsible to know how many cadets are assigned to their squad.

Junior Officer of the Day

The Junior Officer-of-the Day (JOD) position provides cadets with an opportunity to take on responsibilities similar to those that may occur in a youth correctional facility setting. All cadets will be afforded the opportunity to work as the JOD during their BCJA training.

2. Chain of Command

The chain of command is part of the structural organization of CDCR institutions, facilities, and camps to ensure responsibility and accountability are maintained.

BCJA

The chain of command begins with the cadet's immediate supervisor (Sergeant or Senior Youth Correctional Counselor). If the immediate supervisor is not available, the next level in the chain of command is the CC, followed by the Program Lieutenant (see below).

- Immediate Supervisor (Watch Sergeant, if after duty hours)
- Company Commander
- Program Lieutenant

- Academy Administrator

Youth Correctional Facility

There are two types of chains of command in youth correctional facilities, Security and Program.

a. Security

- Youth Correctional Officer
- Sergeant
- Lieutenant
- Captain
- Major
- Assistant Superintendent
- Superintendent



CAPTAIN



LIEUTENANT



SENIOR YOUTH
CORRECTIONAL
COUNSELOR
(Addressed as "SERGEANT")



SERGEANT

b. Program

- Youth Correctional Counselor
- Senior Youth Correctional Counselor
- Treatment Team Supervisor
- Program Administrator
- Assistant Superintendent
- Superintendent

c. Alternate Program

If program supervisors are not at the facility (i.e. nights, weekends, holidays, etc.), programs report as follows:

- Youth Correctional Counselor
- Senior Youth Correctional Counselor
- Sergeant
- Lieutenant
- Captain
- Major
- Assistant Superintendent
- Superintendent

IV. BCJA TRAINING PROGRAMS

1. Academic Requirements

- a. All cadets are required to meet the following academic standards. Failure to meet the minimum passing score on tests, retests, performance tests and/or completion of assignments will result in dismissal from the BCJA.
- b. Cheating or attempting to cheat on any examination will result in dismissal and/or rejection on probation from the BCJA.
- c. Assignments - Each course will have its own curriculum and requirements. Additional reading or writing assignments may be assigned by instructors.
- d. Tutorial Assistance - Any cadet may request assistance with study habits or class material from an instructor.

2. Course Testing

- a. Practice Exercises - Practice exercises are included in each course curriculum. Performance is self-corrected, and no scores are recorded.
- b. Course Tests - Each course will have a segmented test that is based on the stated learning objectives. The course test will be multiple-choice in type. Scores are recorded and used to compute the cadets' academic rankings.
- c. Cadets are allowed one retest of any module test that is failed. The retest must be taken within two working days (48 hours) of the original test. Cadets failing a retest will be rejected on probation.
- d. Performance Tests - Performance tests require a demonstration of a psychomotor (relating to physical and mental activity) task or an interpersonal skill. The instructor will observe and certify the level of competency as either "pass" or "fail." Each performance test has a "must pass" requirement as a condition for passing the BCJA.
- e. Cadets who fail a performance test will receive feedback and remediation. They will be permitted one retest which is to be administered within one working day (24 hours). An exception to the above requirement is physical training.
- f. Performance tests are not used for computing a cadet's academic rankings in the BCJA.

3. California Penal Code Section 832

The Peace Officer Standards and Training Commission (POST) requires training curriculum on the California Penal Code (PC) Section 832. A written examination, PC 832, is scheduled and administered during each Academy class. The examination is conducted on-site and scored on a Pass/Fail basis. The range component must have a score of 80 percent or higher. A copy of this standard is included in the Participant Guide reference section. Successful completion allows the cadet to achieve peace officer status. Cadets failing to meet these requirements are allowed one retest. Failure to pass the retest will result in rejection on probation and dismissal from the Academy.

Cadets who have completed and obtained POST certification prior to arriving at the BCJA must submit their original completion certificate to the POST Coordinator, via their CC, for review. If the original submitted certificate is current and meets all necessary POST requirements, as determined by the POST coordinator, you will be exempt from taking the written exam. However, you will not be exempted from participating in the POST classes. Additionally, you should not assume that the original certificate you submitted will meet all POST requirements. You will not be exempted from the written examination until you have been given official notice of exemption by Academy staff, via POST Coordinator.

NOTE: The BCJA does not include the POST firearms course in the requirement for completing the Academy.

Cadets whose certificate is over three years old are required to submit a letter from an employer verifying they have been working in a peace officer classification since the time they completed their PC 832 training.

4. Field Practicum

Field Practicum is commonly referred to as "on-the-job" training (OJT), and involves a series of learning experiences conducted within the real environment of a youth correctional facility.

The cadets are provided a booklet listing the tasks that must be performed, tasks that require assistance in being performed, or tasks that must be observed being performed, during the 120 hours spent at various facilities.

The performance is not graded and the results are not used for computing a cadet's academic rankings. However, the test booklet is collected and placed in the cadet training files.

Completion of the structured on-site test booklet is a requirement for graduation from the BCJA.

5. Working in Corrections

A panel of professionals who work in varied capacities at CDCR facilities will appear as guest speakers and address the role of staff in a correctional setting. Each speaker will have a uniquely individualized career experience in which to share the lessons learned with cadets. Topics include working as a team in facilities and staff being aware of their emotions. Cadets will gain insight to male and female staff and youthful offender perceptions, and what constitutes appropriate relationships. This information-sharing panel is interactive and cadets are encouraged to ask questions.

6. Physical Training

During the BCJA, you will be required to participate in a conditioning program. All cadets will be required to complete an obstacle course within four minutes and thirty-five seconds, which is designed to prepare you to respond to emergency situations at the youth correctional facilities. Cadets are encouraged to begin walking and/or jogging prior to arrival at the Academy. Warm-up exercises, stretching, and pacing are crucial to prevent injury.

Note: If you have an existing injury, it must be reported immediately to OPOS and Academy staff.

Cadets are required to participate in the Physical Training program during the Academy and are considered on-duty during this time. Conditioning during the Academy is a process with improving physical fitness as the goal. Individual development, with support from instructors and peers, is emphasized. Cadets are encouraged to reach personal goals, instead of competing with or comparing themselves to other cadets.

Warm-up exercises and pacing are crucial to prevent injury. Continuing an exercise program before and after the BCJA training program may enhance effectiveness on the job.

If any of the following situations apply to you, you should consult a physician before beginning any exercise program.

- Over 35 years of age.
- Smoker.
- Taking any type of medication.
- Currently under a physician's care.
- Have not been physically active for the last three months.

Jogging

Cadets will participate in a jogging program. Cadets will start the first week with a short jog and will continue to increase distance and time throughout their Academy training.

Stretching/Strengthening

Cadets will participate in whole body stretching exercises. Stretching will develop flexibility in the upper and lower body. Exercises include push-ups, modified sit-ups, and leg lifts.

Step Aerobics

Participation in low-impact aerobic sessions will be scheduled. The goal is to improve coordination and cardiovascular fitness.

Clothing

Only CDCR-approved physical training gear is allowed. (Refer to Physical Fitness Clothing Section.)

Running Shoes

Running shoes or cross trainers are required and may be used for all aspects of the conditioning program. Good running shoes or cross trainers may prevent/reduce common injuries and ailments, including ankle and knee injuries.

Newly purchased shoes should be worn prior to the first day of class to avoid discomfort. A copy of "Anatomy of a Running Shoe" which provides guidelines for purchasing appropriate running shoes is included in the Participant Guide reference section.

How to Select a Running Shoe



- a. Find a good running shoe store. You can buy your shoe at the local mega-mart, but the sales professionals in a specialty store are better trained to help you pick the right shoe. To locate a store, ask friends who run, check running magazine reviews, or check the yellow pages.
- b. Examine the soles of your old running shoes. Notice the spots where the shoes show wear from the road. This tells you where your foot falls every time it hits the ground.
- c. Place your shoes side-by-side on a flat surface. If the shoes tilt in toward the middle, your new shoe probably needs more stability than your old shoe. If they tilt to the outside, you may have a high arch and your new shoes should have good shock absorption.
- d. Look at the top of your shoe. If you can see an outline of your big or little toe, and you've noticed discomfort in those areas while running, you should try a larger or wider shoe.
- e. Consider the amount of running you will be doing. This tells you whether you should buy an elite running shoe or a basic model. The more intense the running, the more money you'll want to spend on the shoes.
- f. Go to the running shoe store. Tell them what you've found out about your old shoes, or bring a pair with you. The employees should be able to "read" your old shoes and guide your choice. If not, you probably should find a different store.
- g. Try out the shoes. Many stores will let you take a run up and down the street to audition the shoes. Try on as many shoes as it takes. Make sure you like the feel and fit of the shoe. Try out the new shoes for at least 10 minutes. This lets you know if the shoe maintains its comfort during wear.
- h. Buy the best running shoes for your feet. When you find the right pair, don't let them get away. Take them home and start breaking them in.

Tips & Warnings

- Running shoes should not pinch any part of your foot. If they do, its time for new shoes.
- Break your new running shoes in gently. Start out with short distance runs or you risk massive blisters and sore feet.
- Wearing your running shoes after they're worn down can injure you. Think of your shoes as a car that you must replace every 425 miles.

Aerobics Shoes

Cadets may choose to have an additional pair of shoes for the aerobics portion of the physical training program. Aerobics shoes may only be used for aerobics. They may NOT be used for jogging.

Physical Training Rules

- No gum chewing
- No eating (includes candy, mints, cough drops, sunflower seeds)
- Water bottles during hot weather (outside only)
- No walkman radios/IPOD/MP3
- No towels
- No bare chests
- No hand/ankle weights
- No headbands (athletic sweat bands acceptable)
- No hair rollers

All injuries are to be reported to Academy staff immediately.

7. Apprenticeship

The Apprenticeship Program is an agreement reached between management and Bargaining Unit 6 (CCPOA) to increase training, professionalism, and safety for each apprentice.

Extensive record-keeping of on-the-job training and experience is maintained by apprentices and evaluated on a regular basis. Enrollment and record-keeping begins during the Academy; however, the hours are not credited until cadets begin working at their assigned facilities.

Newly hired staff must complete 3,600 hours of combined OJT experience and training, be employed for two calendar years, and complete a variety of facility work experience to achieve journey level status. Cadets will be provided training that will provide additional information regarding the program and your responsibilities. This orientation will include detailed instructions on how to complete and keep the written documentation that is required of all apprentices.

8. Advisor/Supervisory Groups

Each cadet will be assigned to a supervisory group. Each group has an Academy instructor serving as their immediate supervisor/advisor. During supervisory group meetings the cadets and advisor will have discussions on various subjects, such as, Advisor expectations during the 16-weeks, problems, concerns and behaviors; Performance Evaluations and Behavior Anchors; questions and answers of what to expect in the institutions; advisor experiences of situations and how things were handled; assignments will be given out by advisors for cadets to complete, such as autobiographies; and group discussions on other topics as determined by the advisor.

9. Progress Reporting and Evaluations

During the final month of your training, prior to graduation, your first Probation Report will be completed and discussed with you. Immediate supervisors will discuss behavior and academic progress with cadets and document the issues discussed in their evaluations. Inappropriate cadet behavior will be addressed by the cadet's supervisor/CC or other appropriate Academy staff member.

Academic progress and patterns of behavior are reported to the Program Lieutenant, Academy Administrator and to the cadet's hiring authority.

V. FACILITY OBSERVATION

Cadets will attend two days of Facility Observation prior to attendance at the BCJA at CTC. The purpose of Facility Observation is to present an opportunity for cadets to become familiar with the youth correctional facility where they will be working, after they have completed the BCJA, and an opportunity to establish accounts for email and the Ward Information Network (WIN) and/or any other personnel related matters.

Observation Checklist Instruction and Policies

Cadets are responsible for completing an **Orientation to the Basic Academy, Observation Checklist form** at their hiring facility, before they report to the BCJA. The **Orientation to the Basic Academy, Observation Checklist form** indicates tasks performed by youth Correctional Peace Officers, during each shift. Each cadet must observe youth Correctional Peace Officers performing the tasks indicated on the **Orientation to the Basic Academy, Observation Checklist form** checklist boxes. An on-duty supervisor must sign the Checklist, to confirm the tasks were performed and observed, during each shift (watch). The supervisor's signature indicates verification that the cadet observed a youth Correctional Peace Officer perform the listed tasks during the indicated shift (watch).

The Checklist will not be graded, and is not used to compute a cadet's ranking in the BCJA. However, completing the Checklist before reporting to the BCJA is mandatory. In order to validate the Checklist, cadets must submit their completed Checklist to Academy staff, on their first day of training. Cadets will not be admitted to the BCJA, unless the **Orientation to the Basic Academy, Observation Checklist form** is complete.

VI. CADET CONDUCT

While you are living and training at the BCJA during the 16-week training program, as well as, throughout your career, your presence and demeanor are expected to be a credit to you and to the Department. Cadets are expected to demonstrate a commitment to professional, ethical, and moral conduct. You are required to comply with all departmental policies and procedures. Additionally, you are responsible to become familiar with and abide by the basic Academy rules. Cadets are direct representatives of the Department, and it is your responsibility to conduct yourself in a mature, responsible manner at all times, both on- and off-duty. You are to conduct yourself in an exemplary manner and perform all duties thoroughly and precisely. You are to carry out all lawful orders and instructions given by staff.

Do not engage in unprofessional behavior that may tarnish your newly chosen career. You will not commit any acts, either on- or off-duty, that are unbecoming to public service and which might reflect unfavorably upon yourself or the Department. Unprofessional behavior as outlined in California Code of Regulations, Title 15, Government Code, and/or all other departmental rules and regulations, may be grounds for dismissal from the Academy. Unethical behavior, which includes attempting to circumvent the examination process or dishonesty, will not be tolerated. Unprofessional behavior and/or misconduct in the community, as well as on State grounds, will not be tolerated. Unprofessional behavior also includes, but is not limited to, illegal activities, crude or offensive language, sexual harassment, dishonesty, horseplay, discourteous treatment of other cadets, staff or public, misuse of State equipment, vehicles, or facilities, excessive or irresponsible consumption of alcoholic beverages, use of illegal drugs, etc. Cadets engaging in misconduct will be subject to the appropriate disciplinary action which, depending on the severity of the violation, could include termination from State Service and/or rejection on probation.

Cadets are to review the CDCR, Code of Conduct and CDCR, Zero Tolerance Regarding the Code of Silence.

California Department of Corrections and Rehabilitation



Code of Conduct

As employees and appointees of the California Department of Corrections and Rehabilitation, we are expected to perform our duties, at all times, as follows:

- Demonstrate professionalism, honesty, and integrity;
- Accept responsibility for our actions and their consequences;
- Appreciate differences in people, their ideas, and opinions;
- Treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness;
- Respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation;
- Comply with all applicable laws and regulations;
- Report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

California Department of Corrections and Rehabilitation

Zero Tolerance Regarding the "CODE OF SILENCE"

The California Department of Corrections and Rehabilitation (CDCR) is only as strong as the values held by each of its employees, sworn and non-sworn. How we conduct ourselves is a reflection of those values. The "Code of Silence" operates to conceal wrongdoing. One employee, operating alone, can foster a Code of Silence. The Code of Silence also arises because of a conspiracy among staff to fail to report violations of policy, or to retaliate against those employees who report wrongdoing. Fostering the Code of Silence includes the failure to act when there is an ethical and professional obligation to do so. Every time a correctional employee decides not to report wrongdoing, he or she harms our Department and each one of us by violating the public's trust. As members of law enforcement, all Correctional Officers must remain beyond reproach. The public's trust in this Department is also violated by retaliating against, ostracizing, or in any way undermining those employees who report wrongdoing and/or cooperate during investigations. There is no excuse for fostering a Code of Silence. Your hard fought efforts to protect the public deserve recognition and the public's trust must be maintained while we take steps to ensure the Department exemplifies integrity and instills pride. Part of this effort is the immediate implementation of a zero tolerance policy concerning the Code of Silence. We will not tolerate any form of silence as it pertains to misconduct, unethical, or illegal behavior. We also will not tolerate any form of reprisal against employees who report misconduct or unethical behavior, including their stigmatization or isolation. Each employee is responsible for reporting conduct that violates Department policy. Each supervisor and manager is responsible for creating an environment conducive to these goals. Supervisors are responsible for acquiring information and immediately conveying it to managers. Managers are responsible for taking all appropriate steps upon receipt of such information, including initiating investigations and promptly disciplining all employees who violate Department policy. Any employee, regardless of rank, sworn or non-sworn, who fails to report violations of policy or who acts in a manner that fosters the Code of Silence, shall be subject to discipline up to and including termination.

3. Employee Assistance Program

The Employee Assistance Program (EAP) is provided to all State employees as a helpful resource to promote employee health and well-being. EAP can help with many personal and work-related issues, including stress and anxiety, marital, family and relationship issues, grief and depression, substance abuse, financial and credit issues, legal issues and dependent issues, including child and elder care. For more information about EAP or to make an appointment for confidential counseling, 24 hours a day, 7 days a week, call (866) 327-4762. You may also visit the EAP Internet site at <http://eap4soc.mhn.com> – (Access code: soc).

An extended description of EAP benefits is located on the CDCR website.

4. Cadet Discipline

You are required to comply with all departmental policies and procedures. Additionally, you are responsible to become familiar with, and abide by, BCJA rules.

It is departmental policy that all persons who enter into employment in an entry-level peace officer classification must satisfactorily complete the Department's Basic Academy program. Participants in the Academy program must pass the academic curriculum examinations and comply with all BCJA rules. A participant who fails an examination and the allowable retest will be rejected during probation. A participant who fails to comply with BCJA rules may be subject to rejection during probation. Each rule infraction must be weighed very carefully relative to the severity and circumstances of the infraction.

Progressive Discipline - Three-Stage Process

- a. Preventative action is the proactive steps taken by a supervisor to eliminate or reduce the need for corrective or disciplinary action. Preventative action includes training, informing the employee of rules, and verbal reminders of expectations.
- b. Corrective action is taken once a problem is identified. It attempts to bring the employee's performance up to standard or to prevent continued misconduct. Corrective action may include written documentation of corrective interviews that may be in the form of Letters of Expectation (LOE), record of Verbal Counseling, and record of Work Improvement Discussions (WID).
- c. Rejection during probation is the final phase of the progressive disciplinary process. It is defined as formal disciplinary action which may result in dismissal. The severity and repetitiveness of an individual's behavior or actions will dictate at what level discipline will begin, or be administered.

During a correctional peace officer's career, discipline plays a very important role. The purpose of employee discipline is to improve performance and enhance standards of conduct. At the BCJA, discipline is administered based on the seriousness of the incident. Reasons for discipline may include, but are not limited, to the following:

- Misbehavior - knowingly disobeying a rule or order.
- Mistakes - unintended error.
- Failure to Perform – testing or exam failure.
- Insubordination.

Misbehavior is generally regarded as the most serious because it reflects the character of the individual. Character cannot be tested or measured on an academic test, range score, or in physical training achievement. But over the course of the 16-week Academy, a cadet's character will be revealed, and misbehavior, misconduct, or repetitive mistakes are undesirable qualities for a peace officer. The circumstances surrounding such actions will be reviewed by the Program Lieutenant, Hiring Authority, Employee Discipline Unit, and the Academy Administrator, for appropriate disposition. Although there are three stages of progressive discipline, the severity/nature/egregiousness of the behavior or infraction could result in immediate rejection during probation, without the requirement to apply the first two steps.

5. Cadet Incident Card

One method of tracking information on cadet behavior and/or discipline is with the Cadet Incident Card, commonly referred to as a "Blue Card". Blue Cards are used for documenting commendations (positive incidents), "gigs" (negative incidents), and information concerning cadet behavior. Every cadet will carry **two** Blue Cards in the right front shirt pocket of their uniform at all times. The cadet will present a Blue Card to any staff member, upon request. If the incident is a "gig," staff will remind the cadet of the rules and their responsibility to adhere to the rules. Cadets will go to their first-line supervisor for a replacement card. All Blue Cards are reviewed and logged by the Program Lieutenant and returned to the cadet's first-line supervisor, with directions for the appropriate progressive discipline.

If the cadet's actions are so severe or the cadet commits a crime, rejection on probation will be taken. All rejection during probation actions must comply with the guidelines set forth in the Government Code. Such actions are taken following approval from the Academy Administrator and Hiring Authority, and are subject to review by the State Personnel Board.

6. Alcohol

Cadets may not consume, or be in possession of, alcoholic beverages while on State grounds. Alcoholic beverages and containers are not allowed at the CTC, or on State grounds, in personal or State vehicles.

Cadets are not to drive while intoxicated, nor are they to consume alcoholic beverages while in a State or personal vehicle.

Cadets are not allowed to be on State grounds while under the influence of controlled substances (alcohol or illegal drugs).

The Youth Authority Manual (YAM), Section 3100, states, "Activities related to the use of alcoholic beverages or controlled substances that may discredit the Department and may be deemed cause for disciplinary action, include but are not limited to:

- Drinking alcoholic beverages or using any controlled substances while on duty.
- Reporting for duty while under the influence of alcoholic beverages or any controlled substances, or with the odor of alcoholic beverages on the person or on the breath.
- Habitual, intemperate drinking in public places which cause criticism and loss of confidence by the public, and discredit to the Department."

7. Drugs

YAM Section 3100 states, "Possession of controlled substances or paraphernalia, or being under the influence of controlled substances while on or off designated BCJA property is prohibited."

It is part of the mission and values of the Department to maintain a safe and healthy environment by providing a drug and alcohol free workplace. All employees, including cadets, may be subjected to random drug testing. Per Government Code Section 1031 minimum standards which must be met by peace officers are described in part as "...good moral character, free from physical, emotional, or mental condition which might adversely effect the exercise of powers of a peace officer."

The term "possession" includes items on the person, in personal or State vehicles, in personal property, or in cadet rooms.

Prescribed medications are to be properly labeled and reported to your immediate supervisor.

8. Firearms and Weapons

Possession of firearms and/or weapons is prohibited at the CTC, on State grounds, or in a cadet's personal vehicle. Prohibited items should be reported to the appropriate Academy staff member immediately.

Firearms, ammunition, chemical agents, handcuffs, and knives are considered weapons and will not be brought onto Academy grounds. Cadets found in possession of such items shall turn them into their immediate supervisor, and will be required to take them home at the first opportunity.

9. Over-familiarity

Correctional peace officers are called upon to be compassionate toward youthful offenders, while at the same time maintaining the highest professional standards. Cadets are expected to avoid behavior that is over-familiar when interacting with youth offenders. This topic will be covered thoroughly in classes during the Academy training program.

10. Sexual Behavior/Misconduct

Sexual activity and/or public displays of affection between cadets, cadets and staff, or cadets and youthful offenders are prohibited.

11. Smoking

Pursuant to State and departmental policy, tobacco products (i.e., cigarettes, cigars, and "chew") are not allowed on Academy grounds, unless they are secured in your vehicle, and are not to be used between the hours of 0700 to 1400 hours, and while inmate workers are on Academy grounds. Tobacco can only be used from 1400 hours through 0700 hours, and on the weekends, and only in areas designated by the Academy Administration. When cadets decide to use tobacco products, they must obtain them from their vehicles, and secure them back in the vehicle, when they are finished. Cadets must sign out at the Watch Office when going to their vehicle to obtain their tobacco products, and must sign back in before proceeding directly to the designated smoking area to use the tobacco products. The same procedure must be followed when returning the tobacco products to their vehicles after they are done using the tobacco products. The designated smoking area is located at the south west corner of the Academy, near the water tanks. No tobacco products allowed during working hours.

12. Arrests and Investigations

YAM Section 3110 states, "A Youth Authority employee is expected to conduct himself/herself, both at work and on his/her own time, in a manner which does

not discredit the Department. If an employee is arrested, appropriate action is to be determined based on the nature of the allegation and in the best interests of the Department.”

Any illegal behavior will be investigated by the Department, and by other law enforcement agencies, if applicable.

Cadets should notify their immediate supervisor of any contacts with outside law enforcement agencies during their BCJA training. This applies to any contact with outside law enforcement agencies for the duration of employment with CDCR.

If arrested at any time during the 16-week BCJA, cadets are to notify their immediate supervisor and/or Watch Sergeant immediately. Cadets will also be required to provide a written memorandum regarding the details of the arrest to their immediate supervisor. An inquiry and/or investigation will be initiated to determine if any BCJA and/or departmental policies or procedures have been violated. Cadets will be informed of their rights and given an opportunity to enlist a representative prior to being investigated.

13. Sexual Harassment

The CDCR is committed to providing a workplace in which all individuals are treated with respect and professionalism. Consistent with this commitment, it is the policy of CDCR to provide a workplace that is free from all forms of discrimination and harassment, including Sexual Harassment. Additionally, it is the policy of CDCR to provide Equal Employment Opportunity (EEO) for all employees and applicants for employment. During your course of training at the Academy, you will receive additional training on both policies. However, there are certain expectations of behavior you should be aware of upon your arrival at the Academy.

Sexual Harassment is defined under State and Federal Law as unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature that interferes with work performance by creating an intimidating, hostile, or offensive work environment.

Examples of conduct that violate this policy include, but are not limited to:

- Unwelcome sexual advances or sexual pressure.
- Making or threatening reprisals after a negative response.
- Verbal conduct of a sexual nature, such as derogatory or demeaning comments, slurs, sexually explicit jokes, comments about an individual's body or physical appearance, suggestive or obscene remarks, or practical jokes.

- Physical conduct such as leering, sexual gestures, impeding or blocking movements, pinching, grabbing, patting, intentionally brushing up against another individual, rape, or assault.
- Conduct in violation of this policy may be aimed against a particular individual or individuals of the opposite or same sex as the individual(s) engaging in the conduct.
- All employees must report any violations of EEO and/or the Sexual Harassment policy, even if the discriminating or harassing behavior was not directed at you.

The EEO policy prohibits discriminating against or harassing anyone on the basis of race, color, national origin, ancestry, sex (i.e., gender), religion, marital status, age, disability, medical condition, pregnancy, childbirth and related medical conditions, sexual orientation, veteran status, or political affiliation, or any other basis protected by State or Federal law or local ordinance. This includes a perception that the person has any of these characteristics or that the person is associated with a person who has or is perceived to have any of these characteristics.

Examples of conduct that violate this policy include, but are not limited to:

- Verbal or visual conduct, such as using derogatory terms or discriminatory jokes.
- Following or stalking a co-worker, sending harassing correspondence by any means.

All CDCR employees must adhere to, refrain from engaging in, condoning, or leaving uncorrected conduct that violates policy, and report any violations of either policy immediately upon becoming aware of any conduct that the employee believes violates the policy. This includes while off duty, if the conduct has a nexus or relationship to work or the CDCR.

CONSEQUENCES - Any employee, who is found to have violated either policy, even if such conduct does not violate State or Federal law, will be subject to appropriate corrective and/or disciplinary action, up to and including termination from State service, regardless of job level or classification. In addition, individuals may be held personally liable for their conduct.

14. California Code of Regulations, Title 15

The following rules are excerpted from the California Code of Regulations, Title 15. You will be responsible to adhere to and have full knowledge of the following:

a. 3391 - Employee Conduct

Employees must be alert, courteous, and professional in their dealings with inmates, parolees, fellow employees, visitors, and members of the public. Employees shall not use indecent, abusive, profane, or otherwise improper language while on duty. Irresponsible or unethical conduct or conduct reflecting discredit on themselves or the Department, either on- or off-duty, shall be avoided by all employees.

b. 3392 - Punctuality

Employees must report for duty promptly at the time directed and not leave work assignments before completion of their scheduled work day or tour of duty, except with their supervisor's permission. If for any reason an employee is unable to report for duty, the employee must notify his or her supervisor at the earliest possible moment.

c. 3395 - Alertness

Employees must not sleep or be less than alert and in full possession of all faculties while on duty.

d. 3399 - Transactions

Employees shall not directly or indirectly trade, barter, lend, or otherwise engage in any other personal transactions with any inmate/youthful offender, parolee, or person known by the employee to be a relative of an inmate/youthful offender or parolee. Employees shall not, directly or indirectly, give to or receive from any inmate/youthful offender, parolee, or person known by the employee to be a relative of an inmate/youthful offender or parolee, anything in the nature of a tip, gift, or promise of a gift.

e. 3400 – Familiarity

Employees must not engage in undue familiarity with inmates/youthful offenders, parolees, or the family and friends of inmates/youthful offenders or parolees. Whenever there is reason for an employee to have personal contact or discussions with an inmate/youthful offender or parolee or the family and friends of inmates/youthful offenders and parolees, the employee must maintain a helpful, but professional attitude and demeanor. Employees must not discuss their personal affairs with any inmate/youthful offender or parolee.

f. 3410 – Intoxicants and Drugs

Employees must not come upon the grounds of an institution or correctional facility or otherwise report for duty under the influence of intoxicants or drugs. Use of alcohol or drugs to the extent that it interferes with job performance is

grounds for dismissal from State service.

It is the duty of every employee to promptly report to the Academy Administrator, or designee, any person, including an employee on duty, who appears to be under the influence of drugs or intoxicants.

g. 3411 – Arrest and Conviction

If an employee is arrested or convicted of any violations of law, the employee must promptly notify the Watch Sergeant at (209) 744-5043. (*Reminder: This phone number is on the back of the Cadet ID card.*) Misconduct that impairs an employee's ability to do his or her job, or affects or involves the Department, may be cause for disciplinary action.

Cadets who come in contact with law enforcement (whether positive or negative contact) are to immediately notify the Academy, via telephone, for an emergency situation. For a non-emergency situation, cadets will notify their immediate supervisor, in writing, of what type of contact took place.

h. 3414 – Identification Card

Every employee will be issued a departmental ID card. Employees must, while on duty, carry such card upon their person and produce the card upon request. Any cadet who loses his/her ID card will immediately provide a written report to their first-line supervisor or the Watch Sergeant. Replacement of the State ID card is subject to a replacement fee.

i. 3275 – Weapons

Only such weaponry that has been approved by the Director for Department-wide use, or for use only by designated jurisdictions of the Department shall be issued/assigned to an employee or carried/used by an employee while on duty. For the purpose of this section, weaponry includes any offensive or defensive lethal or less lethal device. Employees assigned to facilities or work locations where inmates/parolees are located, or in the supervision of inmates/parolees in the community, shall not have accessible, carry, or use any privately-owned weaponry while on duty, except as authorized by the Director.

No weaponry of any kind shall be taken into the security areas of an institution where inmates/parolees are located, except for emergency use as ordered by the official in charge, for or use in regularly armed posts as prescribed in local procedures of post orders.

All necessary precautions shall be taken in the storage, use, and movement of weaponry to prevent it from falling into the hands of inmates, parolees, or other unauthorized persons.

Pursuant to the California Penal Code (PC), Sections 4573 and 4574, it is a violation of State law to bring firearms, weapons, ammunition, chemical agents, alcoholic beverages, or illicit drugs onto State prison grounds.

The CTC is a State facility; therefore, you are not to bring any of the below listed unauthorized items onto the Academy grounds. These items may not be left in your vehicle. Possession of these unauthorized items will be cause for disciplinary action and/or dismissal. "Possession" includes items on the person, in personal or State vehicles, in your personal property, or in your assigned dormitory room and/or State-issued locker. If you have any questions as to what may or may be unauthorized items, contact the BCJA Academy staff before you bring the item on-grounds.

The following are prohibited on CTC grounds:

- Firearms/weapons (including handguns, rifles, paint ball guns, pellet guns, BB guns, gun replicas, stun guns, tasers, martial arts weapons of any kind, batons of any kind, straight batons, bow and/or arrows, etc.).
- Knives of any kind or length (including box cutters, razor knives, machetes, and any other item or tool which has a knife blade).
- Ammunition of any kind (live rounds or casings).
- Explosives or teargas (including firecrackers, chemical agents, mace, and pepper spray).
- Alcoholic beverages.
- Illicit drugs (any drug considered illegal to use or possess).
- Scissors measuring over 3 ½" in overall length, end to end.
- Handcuffs or handcuff keys.
- Radios, stereos, televisions, cassette players/recorders, and compact disc players, except those specifically approved and described in this Handbook.

Violation of either PC Section 4573 and 4574 is a felony. These PC Sections are strictly enforced, and you will be held accountable for your actions. It is your responsibility to thoroughly search all areas of your vehicle and/or personal property prior to entering CTC grounds. Lack of knowledge as to the contents of your personal property will not be an excuse from the law.

VII. CORRECTIONAL TRAINING CENTER

The purpose of this section is to present information about the day-to-day living arrangements at the BCJA at CTC.

1. Military Time

Military time is utilized at all youth correctional facilities for time-keeping purposes. Military time utilizes a twenty-four hour clock that begins at midnight and ends the following midnight (example, 10:05 a.m. in standard time becomes 1005 hours in military time; 1:00 p.m. becomes 1300 hours).

2. Tardiness

Cadets must be punctual. Tardiness is unacceptable behavior in the facility or camp, and while attending the BCJA. Cadets are expected to be on time to all class sessions, group meetings, meals, practicum, curfews, and any other scheduled activities. This type of behavior can result in disciplinary action, up to and including termination, regardless of the circumstances. Late arrivals will be documented.

3. Absence

Cadets are required to attend all class sessions. Cadets are to report illness or scheduling conflicts to their Advisor and CC immediately. If any classes are missed, due to personal medical appointments or emergencies, your immediate supervisor will coordinate a schedule to make up the missed courses during off-work hours. There will be no monetary compensation.

4. Housing

The Academy offers cadets the option of residing on-grounds, as well as off-grounds at their own expense. Cadets must inform the Office of Peace Officer Selection (OPOS), at the time of confirming their employment, whether they will live on- or off- grounds. Housing will be provided for you at the Academy. Cadets desiring to live off-grounds need to also inform the Office of Peace Officer Selection of their choice to reside off grounds.

Cadets that elect to change housing arrangements, consisting of going from off grounds to on grounds, or on grounds to off grounds, will be required to fill out the necessary paperwork, and receive approval from their immediate supervisor and the Program Lieutenant. Requests must be received five working days in advance of the requested move date. Cadets will not be allowed to move until paperwork is completed. Cadets will not be allowed to switch back and forth, once a change is made.

Cadets Residing Off-Site

Academy facilities and assigned living areas are subject to inspection at any time.

Upon registration, cadets residing off grounds will be required to provide the address and telephone number of their off-site residence.

Locker and Showers - Cadets residing off-site will have lockers made available to them to store physical training uniforms, personal hygiene items, academy related training materials etc. Each cadet will have **ONE** locker and will tape a 3" x 5" index card to the locker showing the cadet's name and control number. Lockers **must** be secured at all times with a state issued padlock. Shower facilities will also be available to accommodate cadets. Cadets who are assigned lockers and utilize the shower area are responsible for the cleanliness of the area.

Cadets Residing On-Site



Academy facilities and assigned living areas are subject to inspection at any time.

- a. All cadets must maintain their Academy housing in accordance with the following specific directions. These guidelines are necessary to afford and promote clean, healthy, safe, secure, and orderly living conditions for all cadets. Cadets are responsible for the daily cleanliness of the living areas. Dormitories may be inspected daily at any time (without notice) by BCJA staff. Failure to comply with established policy in this area is a disciplinary issue and displays a lack of respect for fellow cadets and staff.
- b. Room assignments are not negotiable at any time during the BCJA. Cadets are responsible for their assigned room key and will carry it on their person at all times. Cadets are not allowed to give their key to any other person. Loss of a room key must be reported immediately to the Watch Sergeant. There is a \$10.00 replacement charge for each lost key.
- c. When a cadet is assigned a bed, he or she will automatically be assigned the locker, footlocker, or dresser drawer that corresponds with their bed number. Cadets will **ONLY** use the locker, footlocker, or dresser drawer that is

assigned to them. On the 3" x 5" card that is affixed to the door, the cadet will legibly print their bed number, their name (last name, first name), and their control number. A 3" x 5" card with cadet's name and control number must be visibly attached to each piece of luggage.

- d. Cadets are required to legibly fill out two Living Quarters Inspection Checklist Forms with the room number, names, and control numbers of all occupants assigned to the room. Leave the two completed forms on a table or dresser top for use by staff inspecting rooms and/or dorms. If a form is used, the cadets will obtain another form from their CC and fill it out to replace the used form. There should always be two completed forms in each room or dormitory. Failure to have a form present for use by inspecting staff will be a "gig" (Cadet Incident Card) for every cadet in the room.
- e. Cadets will be provided State issued padlocks to secure their personal belongings because inmates are on CTC grounds daily. All padlocks and lockers must be locked any time you are not within immediate control of your property. There will only be one locker assigned per cadet. Failure to comply will result in disciplinary action.
- f. Academy staff may conduct routine living quarters inspections at any point in time. During these inspections the opening of cadet lockers may occur in order to ensure that the health, safety, and security of the facility are maintained.
- g. Rooms must be clean and orderly at all times. Floors will be swept and mopped or vacuumed. Surfaces will be free of dust. Sinks will be clean. Trash will be in wastebaskets and wastebaskets will not be left full. Tops of dressers, desks, and lockers will have nothing on them except a clock (no clock radios), and one personal photo frame (per cadet) no larger than 4" x 6." Nothing will be attached to the walls, doors, or inside/outside of lockers, unless instructed.
- h. Nothing shall be left on the floor, with the following exceptions: Each cadet may leave one luggage item (closed) and two pair of footwear, per cadet, neatly under each bunk. Within closet areas (with or without doors), cadets may store additional items on the floor, in an orderly manner. All other personal items, including books and clothing, must be put away neatly into dressers, closets, or duffel bags. Personal furniture, including cardboard dressers, folding chairs, and rugs are not allowed.
 - E DORM – Cadets may have one small single-bulb desk lamp.
 - F DORM – Store no valuable items in dressers. Inmates have access to these living areas.
 - G DORM – Cadets may have one small single-bulb desk lamp.

- H and I DORMs – Store nothing on the tables.
- i. Rooms must be secure. Personal and valuable items (i.e., wallets, money, jewelry, identification, personal information, electronic devices, keys, duty equipment) must be secured and stored out of sight. In Q, R, S, T, and U housing, these items must be put away.
 - j. Windows must be securely closed. Affix an index card to each piece of luggage. Items will not be stored on or around the air conditioner/heating unit.
 - k. Room doors will be closed at all times.
 - l. Beds will be made daily, uniformly, and nothing will be left on them. Only Academy issue bedding will be on the bed. A state issued white towel and face towel, folded neatly, may be hung on the end of each bed area, if towel racks are not available on lockers. Dirty clothing is to be stored in a laundry bag.
 - m. Cadet uniforms will be hung in closet at all times. Nothing is to be left hanging from fixtures, blinds, thermostat, etc.
 - n. Water is the ONLY consumable item allowed in cadet housing. Cadets are limited to one (1) case of bottled water per cadet. Water is to be stored on the floor in the closet or cadets may store the water under the bottom bunk. No food items are allowed, with the exception of the following: If you would like to use dietary supplements, i.e., powdered drink mix, protein bars, etc., you must store the container in a vehicle. However, you may have a one-week supply in your locker.
 - o. Showers must be cleaned and allowed to ventilate. Do not store items in the shower.
 - p. Common areas, showers, and restrooms will be clean every day. All trash will be picked up and the trash can emptied into the dumpster.
 - q. Cadets will not go to or from common area showers or restrooms without being fully clothed.
 - r. The janitorial room will be kept clean and orderly. Request cleaning supplies from Janitorial staff, located in “Y” Building, if cleaning supplies are needed.
 - s. All electrical items (lights, air conditioner, hair curler, etc.) will be shut off then not in use and need to be secured. If the heater/air conditioner is used, the windows must be closed. A Care of Living Quarters memorandum is posted in all dormitories. HEAT GUNS ARE NOT ALLOWED.

- t. Cadets are prohibited from possessing sexually explicit materials, defined as personal photographs, drawings, magazines, and pictorials showing nudity. Prohibited materials found in the possession of cadets will be treated as contraband and disposed of, or mailed home, at the cadet's expense. Cadets found in possession of prohibited materials will be subject to progressive discipline, up to and including termination.
- u. Inter-room or dorm visiting is not allowed. Cadets are not permitted within the living quarters to which they are not assigned.

5. Cadet Daily Departure and Return Procedure

The Academy day will consist of eight hours of academic and/or physical instruction. The hours of instruction will vary. It will be the responsibility of each cadet to strictly adhere to the schedule. The cadet's day will be completed at the end of the scheduled duty day. Personal ethics and punctuality are continually stressed, as they are a key aspect of a peace officer's career.

- a. Cadets must be in their rooms Sunday through Thursday nights, with lights out, by 2300 hours.
- b. During quiet hours, cadets must be in their living quarters, quiet, and have their lights out, in consideration of other cadets. (Quiet hours: 2300–0430 hours).
- c. Cadets returning from liberty (Sunday – Thursday) must sign in no later than 2245 hours. This will allow time to report to your room and have the lights out by 2300.
- d. On Friday and Saturday, cadets must sign in no later than 2345. (Quiet hours: 0001-0500).
- e. Cadets residing on-site may remain off-grounds from the end of their scheduled duty day Friday until the start of their scheduled duty hours on Monday.
- f. If class is scheduled Saturday/Sunday, depending on the day, you must be on grounds by 2250 hours, the evening before.
- g. Cadets residing on-site may not remain off-grounds Monday through Thursday nights without prior written approval. Contact the Watch Office in case of an emergency at (209) 744-5043.
- h. Cadets returning to Academy grounds during quiet hours (Friday or Saturday night: 0001-0500 hours; Sunday through Thursday night: 2300-0430 hours), will be permitted to return to their room, but it will be documented and subject to disciplinary action.

- i. Exceptions to Academy departure and return procedure must be with **PRIOR** approval from the BCJA Lieutenant or designee, and will normally be in writing.
- j. Cadets must notify the Watch Office when they realize they are going to be late for duty or curfew. They must provide that notice **PRIOR** to being late.
- k. The sole entry and exit point for the CTC is the Watch Office Foyer. This applies to all situations, whether the cadet is going to the parking lot to leave grounds or to just get something from their vehicle.
- l. Cadets must personally sign-out immediately prior to departing grounds, and must sign-in immediately upon re-entering the Academy building. Cadets are to sign in and out in their company log book, using neat, legible, printing in **BLACK** ink.
- m. Cadets will be disciplined for failing to sign-in/out properly (wrong color ink, wrong line, wrong time, omitting time, signature, etc.). If a mistake is made the involved cadet shall draw a single line through the error and make the correction. The cadet shall immediately notify the watch sergeant of any error on the company log book.
- n. Cadets will only use the South Corridor and Senior Square route to enter and exit the Academy. The North Corridor will not be used when traveling to or from Glass Hall, when entering and exiting the Academy. This applies whether cadets are in uniform or in civilian attire.
- o. Cadets leaving the classrooms in the North Corridor due to breaks, must use the closest corridor exit in order to minimize traffic. Cadets with classrooms in the North Corridor will use the court yard areas (walkway between the buildings) to go from North Corridor to the South Corridor). The North Corridor is also off limits at the conclusion of a physical training class in Glass Hall.
- p. Cadets wishing to run on the track after duty hours must sign-out in the log book before accessing the track. Upon completion of their run, cadets must sign-in on the logbook.
- q. Cadets going to their vehicles before or after duty hours to use their cellular telephones must sign-out in their Company Log Book and sign back in upon their return.
- r. Cadets may not access the parking lot during their duty hours or lunch hour. Cadets must notify their immediate supervisor or CC in emergencies.

- s. Cadets may not leave their vehicle at the Academy entrance for the purpose of signing the log. Families or friends are not allowed to park in the Academy entrance when picking up or dropping off cadets.

6. Classroom Rules

- a. All classroom breaks will be either in the classroom, outside the buildings, or other designated break areas, such as the Canteen and your assigned living quarters. Cadets will remain quiet and not loiter in the halls during duty hours.
- b. Prior to attending each scheduled class, it is your responsibility to review and familiarize yourself with the workbook provided.
- c. Arrive to class with all required equipment and study material.
- d. When asking a question, in a classroom setting, raise your hand and wait to be called upon, before speaking clearly.
- e. Project your voice so you can be clearly heard and understood by all the students.
- f. Food is not allowed in the classrooms. Food must be eaten in designated break areas (i.e., Canteen lounge, picnic area, etc.). Cadets are not allowed to walk around Academy grounds eating at anytime.
- g. One drink container per cadet.
- h. A cup with an open spout lid, aluminum cans, or glass containers are not allowed.
- i. No glass containers are allowed in the classrooms.
- j. Water and drinks are only allowed in the classrooms if the drink is in a completely closeable container, in order to avoid spillage. Coffee can be brought into the classroom; however, it must be transferred into a sealed 24 ounce, or smaller, tumbler or closeable travel cup/mug. A coffee cup with an open spout lid, aluminum cans, or glass containers are not allowed. Water bottles can be no larger than 24 ounces.
- k. Water is the ONLY consumable allowed in the gym and the MPR (multi purpose room). No other liquids or food are allowed in these two rooms. Water bottles can be no larger than 24 ounces.
- l. Cadets must come to attention in their seats and remain at attention until put at ease by the JCC when he/she enters the classroom. All other business being conducted will cease.

- m. Cadets must remain alert at all times in the classroom. Being less than alert (sleeping, severe nodding off, etc.) in class or on the bus will not be tolerated. Cadets may stand at the rear of the classroom to help them remain alert.
- n. Cadets will not talk to other cadets or other staff during the instructor's presentation. Any rudeness of this nature will not be tolerated. Courtesy will be the rule in the classroom.
- o. Cadets will not bring book bags on the bus during Field Practicum, nor will it be permitted to take them into the Major Exam area.

7. Cadet Dining Room Guidelines

Meals for cadets are provided at the Academy's Culinary three times per day. During the week, your Company's duty schedule will identify the hours you can report to the Culinary. Off-site cadet residents will not receive meal per diem to dine off-site, but will be allowed to dine in the Culinary.



- a. Cadets will report to the dining room during the time designated on their Company Schedule.
- b. Cadets will sign-in on the "Meal Log Book" located outside of the dining room entrance.
- c. Cadets will quietly stand at parade rest and form a single line starting at the main entrance to the dining hall. This line will not block any doors or hallways at any time.
- d. Cadets will be appropriately attired while in the dining room.

- e. No shower shoes are allowed (flip flops/foot thongs will be considered shower shoes).
- f. No tank tops.
- g. Sleeveless shirts or attire that exposes the underarms are not allowed in the dining room.
- h. No clothing that is either soiled or clothing that has been subjected to excessive sweat is allowed. Additionally, cadets should be conscientious of their personal hygiene.
- i. Cadets will not bring books, book bags, additional clothing, food or drink containers, etc., into the dining room. The dining hall is not the appropriate area to socialize.
- j. Cadets are to sit in the rear dining room filling up the back area first and working towards the front area. Cadets are to sit in the next available seat regardless of friendships or company affiliation.
- k. When overflow allows for front dining room seating, cadets should still pursue a rear dining room seat before going to the front dining room. If the rear dining room is closed off, the front dining room may be utilized.
- l. Cadets are to use the Cadet Dining Room Salad Bar. If this salad bar has a line longer than 10 cadets, then cadets may use the side of the front salad bar labeled for staff and cadet use. Cadets may not use the side of the front salad bar that is labeled for staff only.
- m. Cadets are to use the two soda machines located in the Cadet Dining Room. If the line for soda exceeds 10 cadets, then the soda machine closest to the designated cadet dining room exit doorway may be used. Cadets may not use the soda machine closest to the culinary cashier.
- n. When a Cadet is done eating they must clear their trays and exit the dining hall. Do not sit in the dining hall and socialize. Cadets should empty all trays, plates, and bowls in the appropriate trash bins and then place them on the carousel, as well as, placing all flatware in the bins identified on the top of the trash bins.
- o. Leftover ice and liquids should not be poured into the trash containers. Leave glasses on tray and place these items on the carousel with the ice and liquids inside the glass.
- p. Cadets should clear all trash and leftover food (fruit, yogurt, milk) from the tables.

- q. Please do not return dairy products or fruit to the refrigerators. It must be thrown away.
- r. Cadets should exit the dining room through the door at the rear of the STAFF dining hall.
- s. Food Services staff reserves the right to refuse service to anyone violating the dress code or behavior. No special diets will be prepared.
- t. Dining hall hours:

Breakfast - 0500-0800 Monday – Friday

Brunch - 1000-1100 Saturday and Sunday

Lunch - 1100-1300 - Monday – Friday

Dinner - 1600-1800 Monday – Friday

Dinner - 1600-1700 Saturday and Sunday

8. Academy Rules

Cadets are to initial sign and date the **Academy Terms of Agreement form, located on the CDCR website under Required BCJA Academy Check-In Forms**, and turn in on Orientation.

- a. When reporting to any staff member's office, knock on the door and enter only when advised to do so.
- b. At all times cadets shall preface their questions or statements with "Sir/Ma'am/Cadet/Officer/Sergeant/Lieutenant/Captain ____." Refer to Officers/Sergeants/Lieutenants/Captain by title and last name only, not by their first name. Cadets will project their voice so that they can be clearly heard and understood.
- c. Read the cadet message bulletin board located in the South Wing frequently. Important messages are placed there throughout the day. Emergency messages will be hand delivered.
- d. No loud or boisterous noise will be allowed at any time in the living areas. Profanity will not be used.
- e. In an effort to extend courtesy to all staff living on grounds, you are required to be in your assigned rooms or dormitories during quiet hours.
- f. At no time will you have your hands in your pockets, unless you are retrieving

an item.

- g. You will not chew gum, nor will you have toothpicks dangling from your mouth. Sunflower seeds and nuts with shells may be eaten off duty only. Shells must be deposited into a container, not left on the ground.
- h. You will not lean against, or put your feet on the walls, or sit or squat on the floor in the corridors.
- i. You will not put your feet on furniture or sit on the arms of couches or chairs. Do not polish your shoes on the furniture.
- j. There will be no running at any time on Academy grounds except during PT or under emergency conditions.
- k. Cadets must walk on designated walkways and refrain from cutting across grass areas, unless instructed to do so, while participating in Use of Force simulations.
- l. You will not stand in doorways, entrances, or exit paths. Keep the center of corridors clear and no loitering.
- m. You shall not take part in any form of sexual contact or intimate activity on Academy grounds.
- n. Cadets will not loiter or take classroom breaks on Senior Square. Cadets will only be on Senior Square when in formation. When utilizing the Senior Square walkway connecting North and South Corridors, cadets will walk to the right, keeping the center of the walkway clear. The walkway is considered a covered area and hats do not need to be put back on. While walking down any corridor you will walk to the right side of the corridor.
- o. You must maintain possession of all State-issued room keys, State ID cards, and nametags and any and all other State-issued equipment. Items that are lost or misplaced are subject to replacement fees and disciplinary action.
- p. Cameras and laptop computers are not allowed on Academy grounds. If they are brought with you, they must be stored in your vehicle or another cadet's vehicle, out of plain view. Family members are permitted to bring cameras onto Academy grounds on graduation day, only.
- q. Any type of video-viewing electronic devices, including videotapes, DVDs, videotape players, DVD players, or MP3 players with video-viewing/recording capabilities, may not be brought onto Academy grounds. No videotapes/DVD's may be brought into Academy buildings. This also includes not bringing them onto Academy grounds for use/viewing in personal vehicles

in the Academy parking lot. DVD players, videos/movies, cameras, and laptop computers are not allowed on Academy grounds.

- r. Cadets are not allowed to be in possession of any devices with internet access on Academy grounds at any time.
- s. Handheld type electronic entertainment devices are authorized, providing that they do not have internet capabilities and have muting or earphone capabilities (i.e., Gameboy type games, Solitaire games, Walkman type radio or Compact Disc player, Watchman or LCD TV). Devices may be AC or DC powered, and must be operated while wearing earphones. These devices are only authorized to be in your possession, in authorized areas during off duty hours. The State is not responsible for the theft, damage, or other loss of any cadet's device or associated products.
- t. Personal entertainment devices may not be operated while on duty. When operated off-duty, earphones must be used. When not being used, cadets will secure their property in assigned locker or personal vehicle.
- u. Cadets must notify their immediate supervisor, current instructor, or the watch office via written memorandum, of any lost/misplaced item immediately.
- v. Musical instruments are not permitted on Academy grounds.
- w. Cellular telephones are not allowed within the Academy facility, dormitories, or track. Cadets are required to store cellular telephones in their vehicle or another cadet's vehicle, out of plain view. You are only allowed to use the cellular telephone inside your vehicle, and only during off-duty hours. In the hands of an inmate, a cellular telephone is a major breach of security, both at the Academy and inside the institution. Some cellular telephones are equipped with internet access, as well as cameras and video recording features. These features would allow inmates to access internet web sites with instructions on making dangerous devices and weapons. Inmates could utilize cameras and video recorders to record and take photos inside the institutions, which could aid in escape attempts, as well as record and take photos of staff. Cellular telephones would also allow inmates unmonitored communication to the outside communities for gang and other illegal activity.
- x. Pursuant to State and departmental policy, tobacco products (i.e., cigarettes, cigars, and "chew") are not allowed on Academy grounds, unless they are secured in your vehicle, and are not to be used between the hours of 0700 to 1400 hours, and while inmate workers are on Academy grounds. Tobacco can only be used from 1400 hours through 0700 hours, and on the weekends, and only in areas designated by the Academy Administration. When cadets decide to use tobacco products, they must obtain them from their vehicles, and secure them back in the vehicle, when they are finished. Cadets must sign out at the Watch Office when going to their vehicle to obtain their

tobacco products, and must sign back in before proceeding directly to the designated smoking area to use the tobacco products. The same procedure must be followed when returning the tobacco products to their vehicles after they are done using the tobacco products. The designated smoking area is located at the south west corner of the Academy, near the water tanks. No tobacco products allowed during working hours.

- y. Fraternization is defined as any association between staff and cadets that could be viewed as, or possibly lead to, preferential treatment toward the cadet prior to their graduation from the CTC Academy (refer to Department Operations Manual, Section 33010.25, Nepotism/Fraternization, and California Code of Regulations, Title 15, Section 3391, Employee Conduct). Staff includes all permanent and guest staff assigned to the Academy regardless of classification. Examples of violations are as follows: dinner off-grounds together, drinking together, dancing together, and/or accepting rides in personal vehicles. Fraternization between staff and cadets is strictly prohibited. Conduct must be kept at a professional level at all times. Staff and cadets will not engage in any social exchange or conduct of a personal nature which could be viewed as personal in nature, either on-duty or off-duty.
- z. It is part of the mission and values of the Department to maintain a safe and healthy environment by providing a drug and alcohol free workplace. Per Government Code Section 1031, minimum standards which must be met by peace officers are described in part as "...good moral character, free from physical, emotional, or mental condition which might adversely affect the exercise of powers of a peace officer." Cadets may not consume alcoholic beverages or drugs while on State grounds. Cadets are not to drive while intoxicated, nor are they to consume alcoholic beverages, while in their personal vehicles, a State vehicle, or any living quarters. Cadets reporting for duty and/or returning to the Academy from liberty, under the influence and/or intoxicated, or with the odor of alcoholic beverages on their person, or on their breath, and/or are disruptive, uncooperative, and unable to function in the Academy/State facility are subject to progressive disciplinary action, up to and including termination. Intemperate drinking in public places which causes criticism and loss of confidence by the public, and discredit to the Department, shall be avoided at all times. As a peace officer, irresponsible conduct reflecting discredit on you and the Department, either on- or off-duty, will be avoided at all times.

9. Medical

There are no doctors on the Academy grounds. Medical care is limited to standard first aid and medical emergency contact through local 911 assistance. The Academy does not provide any prescription or over-the-counter medications for cadets; however, there are some over-the-counter medications available at the canteen.

If you have prescription medications that you must take, and they have been declared and approved during your pre-employment medical screening, you are **NOT** required to declare them during check-in. Medications must be kept in your possession or secured in your room at all times. However, if you bring any injectable medications and/or syringes onto Academy grounds, they must be declared to the Watch Sergeant and your supervisor as security precautions must be taken because inmates are on grounds.

- a. If you have prescription medications that you must take and you have not notified the Office of Peace Officer Selection and had them approved prior to arriving at the Academy, you are **REQUIRED** to declare them at the Medical Station during check-in.
- b. If you obtain a prescription medication during your stay at the Academy, you must declare it so that appropriate security measures can be adhered to. Also, notify your immediate supervisor. If your immediate supervisor is not available, notify your CC. After hours, you must notify the Watch Sergeant.
- c. You may have and use any over-the-counter (OTC) medications, such as Tylenol, cough suppressants, Motrin, etc., at any time during the Academy. OTCs **DO NOT** have to be declared or approved; however, they must be in your possession or secured in your room/locker at all times.
- d. **Immediately** report any injury or illness to your instructor and supervisor. Report any injury or illness occurring after hours to the Watch Sergeant, as soon as possible. Emergency first aid items may be obtained from the Watch Sergeant.
- e. If you become ill or suffer an injury before or during your class (especially PT), you must report to your class and report your illness or injury to the instructor and your supervisor immediately.
- f. If you are residing off-grounds and call in sick, you will be required to comply with the following procedures:
 - You must go to a doctor that day and obtain a written verification/identification of the illness or injury including return-to-work status and limitation(s).
 - Upon returning to your residence, you must call in and report to the Watch Office concerning your condition, the doctor's evaluation, and an estimated time of return to the Academy.
- g. It is your responsibility to ensure that any work restrictions are documented by the doctor, provided to you, and delivered to the Program Lieutenant for evaluation. You will be responsible for turning in all paperwork received by the doctor/hospital staff immediately following your return to Academy grounds.

- h. Physical injury, personal illness, or absences of any kind, that result in the cadet being absent from specific core courses, or excess amount of curriculum hours, may result in the cadet's inability to complete the Academy.

10. Recreation

- a. Appliances – Handheld type electronic entertainment devices are authorized, providing that they have muting or earphone capabilities and do not have internet capabilities (i.e., Gameboy type games, Solitaire games, Walkman type radio or Compact Disc player, Watchman or LCD TV). DVD players, videos/movies, cameras, and laptop computers are not allowed on Academy grounds.
- b. Devices may be AC or DC powered, and must be operated while wearing earphones. If they possess recording capabilities, no recordings are to be produced on Academy grounds at any time. These devices are only authorized to be in your possession, in authorized areas, during off-duty hours. These items will be secured in your locker. The State is not responsible for the theft, damage, or other loss of any cadet's device or associated products. Cadets are not allowed to be in possession of any devices with internet access on Academy grounds at any time.
- c. On-Site Amenities - The CTC grounds include two horseshoe pits, a quarter-mile track, television room, basketball gymnasium, a small store, a multi-purpose room with training mats, and a fully outfitted weight room. The weight room and basketball gymnasium may only be utilized by cadets from 0430-0545 hours, and again from 1500-2200 hours, Monday through Friday. Cadets will not be allowed to utilize either venue during their on-duty hours, unless participating in BCOA PT curriculum. These venues are open during the weekend from 0430 -2200 hours. While using the weight room there will be no tank tops, tube tops, or sleeveless shirts of any kind. Shorts and sweatpants may be worn in the weight room. Closes toe shoes are required. Weight room rules are posted in the weight room. Towels are provided to wipe down equipment after use. When you leave the weight room please remove all your personal effects (trash, water bottles, towels, etc.). All equipment must be returned to its designated location. Please keep the weight room clean and safe.
- d. Off-Site Amenities – There are nearby golf courses, fishing sites, and areas to bicycle. Golf, fishing, and bicycling equipment must be stored in vehicles and not in Academy housing.
- e. Gambling on State grounds is prohibited.

11. Hardship Transfers/Lateral Transfers

The Department expects you to fully consider your personal situation prior to accepting an assignment, thereby selecting an assignment that you can stay with and that fits your needs. You should not have accepted an appointment to an institution with the expectation of being able to transfer to another institution, if the accepted assignment becomes difficult. Institutional staffing levels are based on the assignment you commit to when you were offered your job offer at your hiring facility. Consequently, you will be held to your commitment. You are expected to report to your hiring facility.

A "Hardship Transfer Request" (HTR) process is available to apply for a transfer to another facility. Granting approval of such transfers is discretionary on the part of the Superintendents. The vast majority of such requests are denied. HTRs based on circumstances that existed, or could have been anticipated at the time an appointment was accepted, will be denied. Hardships are unforeseen problems that occur or become evident between the time you accept the assignment, and the date that you determine that you need to submit for a HTR. Documentation proving the hardship will be required upon application. Only those HTRs based on circumstances that could clearly not have been anticipated will be considered. If you have a legitimate hardship, you will receive further information while at the Academy on how to proceed. The hiring authority has the final decision granting the requests. Do not contact OPOS.

12. Audio/Visual Unit

The CDCR Audio/Visual Unit located produces training videos for the BCJA. The Audio/Visual Unit also provides still photography and other audio and visual services on a regular basis.

Occasionally, members of the unit may need to photograph or videotape cadets while they are engaged in various activities. The resulting photographs or videotape are used only for departmental training or informational purposes. This material will not be distributed to the news media, or used for commercial purposes, without the written consent of cadet(s).

As a CDCR employee and a new cadet, you will be expected to cooperate fully with the Audio/Visual Unit so that they may present yourself and your fellow cadets in the best light possible. Your assistance will be greatly appreciated.

13. State Vehicles

All cadets are required to complete a defensive driving course before being allowed to drive State vehicles.

State vehicles are for official State use only. They are used to transport cadets in the course of official duties as authorized by the Academy. Drivers and passengers are responsible for the State vehicle and its use.

The only authorized uses are to and from the assigned destination and refueling or mechanical needs. Stopping at restaurants (including drive-thru), stores, laundromats, or banks is prohibited.

Vehicles are to be kept clean. Smoking is not allowed in State vehicles. Drivers are to strictly adhere to all speed limits and traffic rules. All occupants must use a safety belt.

14. Personal Vehicles

Cadets may be required to use their personal vehicle in the event of an emergency, or if a State vehicle is not available. Cadets must possess a valid driver's license and have a completed **"Authorization to Use Privately Owned Vehicles on State Business" STD Form 261** on file. A form will be available during Orientation.

The BCJA requires certification that a cadet's vehicle is:

1. Currently registered
2. Covered by appropriate liability insurance
3. Adequate for the work to be done
4. Equipped with operating safety belts
5. Is in safe mechanical condition as required by law

Note: As mentioned in the "Basic Academy Terms of Agreement," all vehicles are subject to search for contraband items.

In order to be reimbursed for mileage, a **"Travel Expense Claim" STD Form 262** must be filled out.

Cadets will park in designated cadet parking areas and will not park in spaces marked CTC Staff or handicap. You will obey the parking lot speed limit of 15 MPH and traffic direction signs. There will be no loud vehicle stereo playing at any time on Academy grounds. While using your cellular telephone in the parking lot, you will remain inside or next to your vehicle, and there will be no loitering in the parking lot at any time.

15. Accidents

If cadets are involved in a vehicle accident on State business, they must report the accident to their Program Lieutenant, Company Commander, immediate supervisor, or Watch Sergeant immediately, whether or not injury or damage occurs. Note: Accidents involving private vehicles must also be reported to the cadet's insurance company.

The California Highway Patrol should be notified and present any time there is an accident with a State vehicle involved. Do not make any comments or statements regarding the accident to anyone except the California Highway Patrol or your supervisors.

Before leaving the scene of an accident, record all pertinent information on STD Form 269, which is located in the glove compartment of all State vehicles.

15. Miscellaneous Information

a. Mail

While you are residing at the CTC, your mailing address is:

Your Name, BCJA Cadet
Company Name/Control Number
Correctional Training Center
9850 Twin Cities Rd
Galt, CA 95632

Your return address must be written on all outgoing mail. Outgoing mail may be deposited in the mailbox located in the east end of North Corridor area. Incoming mail will be delivered to you by your JCC.

b. Telephones

Academy telephones are not available for personal use by cadets. Pay phones, for cadet use, are located in various areas on the Academy grounds. The phones located in the North Corridor are off limits from 0600-1700 hours (signs are posted above each phone), due to classes still in session. The phones located in the South Corridor may be used during breaks or the lunch hour. All telephone calls will be limited to ten minutes.

Cadets will be called from class if Academy staff have received an emergency call from a cadet's family member or friend.

c. Personnel Issues

All questions regarding pay should be directed to your hiring authority. If

cadets have made prior arrangements to have their pay warrants sent to the BCJA, the Program Lieutenant will be notified and will issue the warrant to the cadet.

Cadets who are permanent intermittent employees will receive pay warrants by the 15th day of the following month, **after** the full-time employees are paid. Full-time employees are issued pay warrants the last working day of the pay period. Pay warrants are issued by the hiring authority, and will be sent or available for pick up where designated. After graduation, all pay warrants will be issued at the hiring facility.

Current State employees who accepted a lateral transfer into a Bargaining Unit 6 position, and have questions and concerns about their rate of pay, current benefits, etc. can address these questions to their hiring facility Personnel Office staff.

d. CTC Recreation Fund Store

The CTC Recreation Fund Store is a non-profit corporation established in 1983 to provide personal needs and supplementary recreational facilities for the cadets and In-Service trainees of the CDCR. The Recreation Fund operates the CTC Recreation Fund Store. The Recreation Fund is overseen by a board of directors made up of members of Academy staff.

e. Meal Service

Three meals are served daily. The meal schedule is posted on the entrance to the dining room. While in the dining room, you must be dressed in appropriate attire.

f. Driver's License

Check your driver's license. If your license will expire during your training period, renew it at your local Department of Motor Vehicles office, before reporting to the Academy. **You must have a valid picture identification card with you.**

g. Health Care

There are no doctors on Academy grounds. However, if you become ill or injured, medical care is limited to standard first aid and medical emergency contact through local 911 assistance. The Academy does not provide any prescription or over-the-counter medications for cadets.

All documentation shall be completed by the cadets BCJA supervisor, who will provide the necessary paperwork for a Worker's Compensation (WC) claim for benefits. Documentation includes all paperwork required according

to State guidelines. If the claim for benefits is not approved by WC, cadet will be responsible for payment of all incurred costs.

Flu shots are suggested for cadets entering winter classes.

If you are injured or become ill during the 16-week BCJA, it will be the responsibility of the Academy to stabilize and/or transport you to a medical care provider. If you have a work-related injury, Academy staff will fill out the necessary paperwork to file a Worker's Compensation (WC) claim for benefits and will process the paperwork according to State procedures. If your claim is not approved by WC, you will then be responsible for payment of all incurred costs.

The State agrees to cover Permanent Intermittent Employees (PIE) with health benefits the first day of the pay period following graduation from the Academy. This coverage is to be applied to the control period that the graduation date is in; and the eligibility continues through the following control period. Thereafter, PIEs must work a minimum of 480 hours in each control period as established by the Public Employee Retirement System to continue coverage, pursuant to Government Code, Section 22822.

h. Linen and Supplies

Linen exchange for sheets, towels, and pillowcases is each Monday during your lunch hour 1100-1300 hours.

Bedspreads may be laundered by cadets or exchanged on linen day, on an as-needed basis. There are not enough spare bedspreads to exchange all cadets' bedspreads each week.

Supplies will be restocked by Janitorial Services each week (normally Wednesday). If more supplies are needed, cadets should notify the Janitorial Services Office. There is a supply list in each janitor's closet for each dorm.

i. Laundry

Coin-operated laundry facilities are located on Academy grounds and are available for cadet use. Clothes will never be left unattended in the laundry facility for any reason. The washers and dryers accept quarters only. Each machine requires one dollar in quarters. The Academy does not provide quarters.

Additionally, dry cleaning facilities are located in the Galt, Sacramento, and Elk Grove areas.

j. Maintenance Problems

If a maintenance problem arises, report it immediately to your CC during business hours, or the Watch Sergeant during non-business hours, and fill out a Work Order Request. Please fill out the top section of the Work Order Request Form completely. Be specific about the problem and location. Whenever possible, specify the unit and room number from the nearest door (Example: Room E-115). This will enable the Plant Operations' staff to respond in a timely manner.

k. Elections

If you will be in the Academy during an election, make arrangements to vote by absentee ballot.

l. Jury Duty

Contact your first-line supervisor immediately upon notice that you are contacted or scheduled for jury duty.

m. Subpoena to Appear in Court

Scheduled court appearance, subpoenas, or notices to appear in court during the BCJA shall be reported to your immediate supervisor or Program Lieutenant.

VIII. ACADEMY GRADUATION

1. Class Photograph and Plaque

To commemorate the BCJA training experience, a class photograph is taken for each class and a plaque is made. Cadets may purchase a copy of the class photo. The costs will be announced during the Academy.

2. Graduation

A formal graduation ceremony will be held on the last day of the Academy. Cadets are encouraged to invite family and friends to attend the ceremony. Cadets graduating from the classifications of Parole Agent, Youth Correctional Counselor, and Casework Specialist are to wear a coat and tie, pant suit, or dress for the ceremony. Youth Correctional Officers and camp Youth Correctional Counselors are to wear the Class "B" uniform with a tie, including approved shoes.

IX. ORIENTATION TO THE BCJA: HANDBOOK CHECKLIST

Cadets are to ensure they have read the BCJA cadet handbook. While reading the handbook, cadets are highly encouraged to write notes/questions if they are unclear of a specific item in the Handbook. During orientation cadets will have the opportunity to get clarification from BCJA staff. Cadets are expected to print out the forms **located on the CDCR website under Cadet Academy Check-In**. The **Academy Handbook (Basic Correctional Juvenile Academy)** and all forms listed under **Academy and New Employee Documents**.

The completed forms ***BCJA Cadet Handbook Forms List, BCJA Cadet Terms of Agreement, and Orientation to the BCJA: Handbook Checklist*** serve as confirmation that cadets have received and understand the information presented in the Cadet Handbook.

Special Note Regarding Academy Grounds

K-9 TRAINING AT CTC

The Department's K-9 Unit (K-9) is here at the Richard A. McGee Correctional Training Center. The K-9s will be training on grounds for an indefinite period. We are very excited to be able to have the experience of observing the K-9s during this training. You will see K-9s from all over the State training in different areas and venues around the facility. Some of the K-9s are housed on grounds.

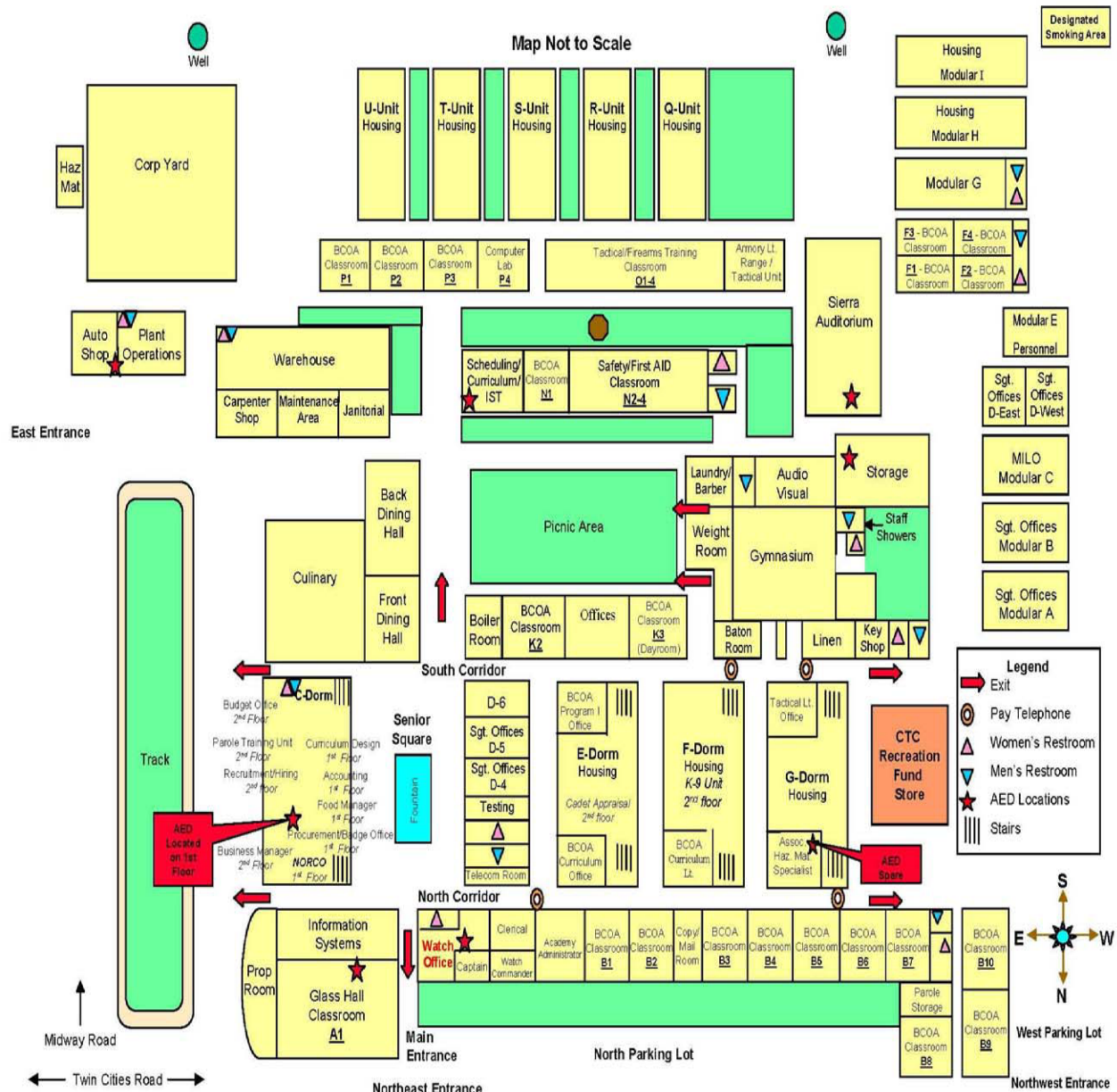
These animals are in very strict training. It is important that we respect this and follow the guidelines that are listed below when we are near the animals and any training in progress.

1. Never give the dogs any food or treats.
2. Never attempt to pet the dogs when they are in their cars, unattended.
3. Do not sneak up on the dogs.
4. Do not call, whistle, tease, or bark at the dogs.
5. Stay clear of the dogs while they are working and/or training.
6. Do not distract the dogs while they are working and/or training.
7. Always ask permission to pet the dogs.
8. Always listen to the dog handler when you are around the dogs.
9. Ask permission to watch or be in the area where the dogs are working and/or training.

**BCJA CADET
ACADEMY PREPARATION CHECKLIST
UNIFORMS / EQUIPMENT / PERSONAL ITEMS**
(THE FOLLOWING LIST IS DOES NOT ENTAIL ALL REQUIRED ITEMS,
SEE CADET HANDBOOK.)

-----Available from-----

ITEM	CANTEEN	UNIFORM VENDOR Or CATALOG	RETAIL STORE
UNIFORM (must have)			
<input type="checkbox"/> CDCR Hat	X	X	
<input type="checkbox"/> 2 Sets of CDCR approved jumpsuits with CDCR patches and gold on black name tape.		X	
<input type="checkbox"/> Boots	X	X	X
<input type="checkbox"/> Black socks			X
<input type="checkbox"/> Underwear - white undershirts			X
<input type="checkbox"/> Seasonal Coat (October – May)		X	
<input type="checkbox"/> Uniform Belt	X	X	
P. T. GEAR (must have)			
<input type="checkbox"/> Sweatshirt	X		
<input type="checkbox"/> T-shirt	X		
<input type="checkbox"/> Shorts	X		
<input type="checkbox"/> Sanitary shorts	X		
<input type="checkbox"/> Sweat pants	X		
<input type="checkbox"/> Tennis shoes			X
<input type="checkbox"/> White socks			X
<input type="checkbox"/> Windbreaker (seasonal) (October – May)	X		
ACCESSORIES (must have)			
<input type="checkbox"/> Nylon belt keepers (4)	X	X	
<input type="checkbox"/> Nylon key holder	X	X	
<input type="checkbox"/> Black pens	X		X
<input type="checkbox"/> Laundry bag	X		
<input type="checkbox"/> Black duty or book bag	X		
MISC. ITEMS to purchase (optional)			
<input type="checkbox"/> Highlighters	X		X
<input type="checkbox"/> Hand sanitizer	X		X
<input type="checkbox"/> Sunscreen	X		X
<input type="checkbox"/> Refillable water bottle	X		X
<input type="checkbox"/> Anti-bacterial hand wipes			X
<input type="checkbox"/> 2.5" or 3" ring binder, white or black in color.			X
<input type="checkbox"/> #2 Pencils	X		X
<input type="checkbox"/> Flashlight (pocket sized)	X	X	X
<input type="checkbox"/> Pocket-size notebook	X		X
<input type="checkbox"/> Black knit beanie cap for PT(optional)	X		



CTC FACILITY MAP